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ABSTRACT

This inventory of 75 English language training facilities in Canadian colleges and universities was compiled to assist the Canadian International Development Agency (CIDA) in identifying suitable sources of English language support for trainees in its projects. No evaluation of programs is implied. Program entries are presented by province and follow a similar format including five descriptive categories: general description (the nature of the instructional unit, programs offered, status of the program for preparing visa students for further study at the institution, and anticipated program changes); English language teaching staff and resources (staff qualifications and experience, language laboratory, library and/or resource center, and study facilities); student placement and evaluation (entrance, placement, and promotion criteria); more specific program information (duration and timing, fees, class size and grouping, student characteristics, course offerings, responsibility for syllabus, supplementary academic or cultural orientation, and assistance offered for mainstream academic assignments); and past experience with CIDA-sponsored students and lead times required for accommodation of foreign student groups. Each entry also includes the name, address, and telephone number of a contact person. (MSE)

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Inventory of English Language Training for Non-Native Speakers of English at the Post-Secondary Level in English-Medium Institutions in Canada

Conducted by the TESL Canada Federation
for the Canadian International Development Agency (CIDA)

June 1988

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Preface

This inventory of English language training facilities in Canadian colleges and universities was compiled by The TESL Canada Federation (the national organization in support of English as a second or foreign language teaching by Canadians) for the Canadian International Development Agency (CIDA). By English language training we mean formal support for the learning of English by adults whose mother tongue is not English. The main purpose in developing the inventory was to assist CIDA and its executing agencies in identifying suitable sources of English language support for trainees in CIDA projects. However, it is anticipated that there will be a number of other uses for this list.

Please note that the information on the list was supplied by the institutions and has not been evaluated in any way by TESL Canada. Thus, inclusion on the list does not imply any endorsement by TESL Canada of the quality of the programs described.

We are most grateful to the many people who have assisted us in the task, particularly people in the colleges and universities who took the time to complete our lengthy questionnaire and to check our draft data entries. The high rate of returns (70%) of the questionnaires is a tribute to the hard work of many language teaching co-ordinators and others who undoubtedly had plenty of other things to do. We hope that, in return for their efforts, the completed inventory will be useful to them. Although most of the entries have been checked by those who filled out the questionnaire, errors may remain and we take full responsibility for those.

Special thanks are extended to Mary Keene, Salina Shrofel, Nick Collins, and Jane Appelt for their contributions to this project.

Richard Kidd **Barbara Burnaby**

June 1988

EXPLANATION OF DESCRIPTIVE CATEGORIES

With rare exceptions, all entries in this Inventory follow the same format. There are five major descriptive categories, as follows:

- General Description
- ELT Teaching Staff and Resources
- Student Placement and Evaluation
- Program Information
- Past Experience with CIDA-Sponsored Students

Under each major category are a number of related subcategories, usually indicated by italics. As a general rule, all of these subcategories are listed for each entry. This practice is observed even when the pertinent information is not available, usually as a result of the respondent's failure to answer a particular item on the questionnaire.

The nature of the information contained under each major category and each subcategory is self-evident in most cases, although a number of abbreviations and cryptic descriptions have been used for the sake of brevity. The following summary is intended partly as a reference source which the casual reader may consult when the meaning of a particular description seems unclear as a result of the use of these abbreviations, etc. For the more deliberative reader, the summary serves the additional purpose of providing an overall picture of the information included in each Inventory entry.

First Line of Entry: The first line (title) of each entry gives the name of the institution (university or community college) and the city in which it is located. **Note:** Some institutions contain more than one unit offering ELT services; where this is the case, each unit usually (though not always) receives a separate entry.

Second Line of Entry: The second line, variously labelled "Program," "Centre," "Department," or whatever, serves to specify the ELT unit being described. No standardization of terminology is possible here, as the location of ELT services and the preference for describing them vary radically from institution to institution.

General Description

This is usually a single paragraph (often containing a list of programs, courses, or levels) that provides a concise, overall picture of the program or programs offered by the ELT unit. For most entries, this section includes information on the following topics:

- The **nature** of the ELT unit -- Is it a self-contained unit or department, or a part of a larger unit with responsibilities other than ELT?
- The **different programs** offered. Pertinent information here includes:
  - The **purpose** of the program(s).
  - The **types of student** served by the program(s). E.g., foreign visa students, immigrants or refugees studying English for various reasons (employment, future study, etc.), or Canadian students whose first language is not English. **Note:** Percentages are often used to indicate the usual proportions of students in each category (approximations only).
  - **Timing, duration**, and **other features** of the program(s) or course(s) (e.g., full-time or part-time, day or evening, credit or non-credit, etc.)
- The status of the ELT program as regards the purpose of **preparing foreign visa students for undergraduate or graduate study at the institution**. **Note:** This particular information is included specifically for the benefit of CIDA.
- Any **changes to the program(s)** that are planned or envisioned for the near future. Various idiosyncratic features of the program or programs may also be described in this section.

ELT Teaching Staff and Resources

Staff: This subsection contains information about the instructional staff of the ELT unit, beginning with the number of instructors normally on "regular" staff (i.e., teaching on any basis -- full-time or part-time, under conditions of temporary or permanent employment -- during the usual academic year, Sept-Apr). Also included here is information about the number of **permanent** staff members

(where "permanent" is understood to have a range of meanings) and variation in the size of the staff during the summer and/or spring. Further subcategories are:

Minimum Academic Qualifications: This subsection provides information about the minimum academic qualifications (degrees, certificates, etc.) normally expected of members of the ELT staff.

Permanent Staff Academic Qualifications: Because temporary staff may not stay long with the institution, information about exact academic qualifications is usually given only for permanent staff, although in some entries the entire regular staff is described. Abbreviations used are: **B** = Bachelor's degree, **M** = Master's degree. E.g., B-4, M-3 means that 4 members of the permanent staff have Bachelor's degrees and 3 members have Master's degrees.

Professional Experience: This subsection begins with information about the minimum professional experience (teaching or teaching ESL, whichever is specified) usually expected of members of the ELT staff. Immediately following this is information about the *Average Professional Experience* (approximate) of various staff groupings ("Permanent," "Regular," and "Summer/Spring") – differentiation between types may not always be relevant.

Specialization: This subsection describes the extent to which instructors are assigned to teaching duties on the basis of their particular areas of ELT expertise (e.g., reading, writing, pronunciation, EST, EOP, etc.). The description "none in particular," characteristic of the majority of entries, indicates that teachers tend to be ELT generalists who ordinarily take on instructional duties in any of the skill or topical areas offered in the program(s).

Resources: This subsection describes the resources available for ESL instruction, practice, study, etc. The subcategories are:

Language Lab: Information here includes the *use* to which the language lab (if it exists) is put, *accessibility,* and *degree of use* ("extensive," "fair," or "minimal").

ELT Library/Resource Centre: The nature of this facility (if it exists) is described here, with particular attention devoted to the types of materials (books, tapes, videotapes, etc.) it contains.

Study Facilities: Some ELT units provide special study areas for ESL students, while in other cases students are expected to study at other locations within the institution (libraries, study halls, etc.) or at home. This subsection provides information about such facilities.

Audio-Visual Centre: This subsection specifies whether A-V equipment is available from a centre which serves other university or college departments besides the ELT unit, or whether the ELT unit possesses its own equipment.

Student Placement and Evaluation

This major category presents information relevant to matters such as notice time necessary for program entry, criteria for admission (selection/entrance) to the ELT program(s), criteria for placement and promotion within the program(s), and the level of English proficiency demanded of non-native speakers who wish to enter regular academic or vocational programs at the college or university. Details are as follows:

Notice Time for Program Entry: This section gives information about how far in advance prospective students must apply in order to be accepted into ELT programs offered at particular times. Often different programs offered by an ELT unit demand different notice times; this variation is noted where relevant.

Selection/Entrance Criteria: This subsection contains information about the criteria used to identify which students are eligible for entrance into (i.e, admission to) the ELT Program(s) offered. The subcategories here are *Education, Age, Proficiency in English,* and *Other.*

Placement Criteria: Some ELT programs are multi-level, and students accepted into them must be placed at appropriate levels (e.g., beginner, intermediate, advanced) within them. This subsection often begins with a brief description of the system of levels employed by the program, if such a system exists; following this, the criteria used for placement are listed and, if necessary, explained. Quite often placement is based on the same tests used to evaluate English proficiency for admission purposes, listed in the preceding subsection. It should be emphasized that not all ELT programs are multi-level, so in some cases there is no need for placement criteria.

Promotion Criteria: Some programs, though certainly not all, allow students to advance from level to level or from course to course within them. This subsection contains information about the criteria used for promotion -- class performance, standardized tests, locally-prepared tests of various kinds, etc. **Note:** Locally-prepared tests are further described here as either "teacher-specific" (i.e., prepared by individual teachers and administered by them to their own classes) or given "across sections" (i.e., administered to several sections of the same course, so that a certain uniformity of evaluation is achieved). No value judgment is intended by this.

Specified English Proficiency Required for Entrance into Regular Programs? This subheading is phrased as a question, to which the answer is usually "yes," and this subsection lists all the relevant information available about the standardized tests (e.g., TOEFL, Michigan) and other tests used to evaluate the English proficiency of non-native speakers wishing to enter regular academic or vacational programs at the university or college being described. **Note:** Although it is sometimes the case that the ELT unit is charged with preparing students to meet the entrance standards listed in this subsection, this responsibility is far less common than might be expected. In most universities, foreign students must satisfy TOEFL requirements prior to admission; ESL training in such cases can be regarded more as a matter of "support" than of "preparation." And in many community colleges, ESL instruction is designed to prepare immigrants for the world of work rather than for future academic or vocational study.

Specified English Proficiency Required for Entrance into Graduate Programs? This section, which does not appear in the majority of entries because it is inapplicable, usually includes information about TOEFL scores, etc., required for admission to graduate programs. For some entries, information is also given about which departments the Graduate Studies Office normally consults when considering a student for admission to graduate work (e.g., the ELT unit, the relevant academic department).

Program Information

This major category contains specific information about the program or programs offered by the ELT unit. Some of this information may also appear in the **General Description** beginning the entry.

Duration and Timing: Information here includes length of courses (or sessions, semesters, etc.), times of year offered (Sept-Dec, Jan-Apr, etc.), and sometimes the number of classes per week, number of hours of instruction, etc.

Program Fees: This subsection contains information about the tuition fees for each program (1987-88 only -- subject to change) as well as additional fees of various types (Student Activity Fee, Athletic Fee, etc.).

Class Size and Sectioning: Two kinds of information are included here: (1) *Average Class Size* -- Approximate; differences from program to program are usually noted. (2) *Sectioning* -- Sections are termed "multiple" when the students enrolled in a particular course (or program, or level) are divided into different groups, often with different teachers, for instructional purposes. The alternative is "single" sections, i.e., each individual course (or program, or level) is taught to only one section or class of students. An additional piece of information given here concerns the "flexibility" of sectioning -- sections are termed "flexible" if their number can be readily increased or decreased when student enrolment is greater or lower than expected.

Type of Student Served by Programs: The intention here is to classify the students enrolled in ELT programs or courses as "full-time" or "part-time." These terms, unfortunately, are difficult to define precisely. Further, the relative amount of **time** spent in programs seems less important for descriptive purposes than students' **purposes** in pursuing ELT. Accordingly, types of study in ELT programs (i.e., "in the ELT unit") have been subcategorized as follows:

1. **Full-time, pre-academic/vocational study in the ELT unit.** Students normally pursue a particular ELT program to the exclusion of other kinds of courses, in preparation for entrance into regular academic or vocational training courses.

2. **Full-time, multi-purpose study in the ELT unit.** Students normally pursue a particular ELT program to the exclusion of other kinds of courses. Some may do so in preparation for regular academic or vocational training programs, but an appreciable number of students have other objectives (e.g., personal improvement, enhancing employment opportunities).

3. **Part-time, shared academic study in the ELT unit.** Students normally pursue a particular ELT program at the same time as they take regular academic or vocational training courses. (**Note**:

The term "part-time" refers only to the time spent in the ELT unit. Students in this category may well be, and in fact usually are, full-time students at the institution.)

4. **Part-time, specific study in the ELT unit.** Students are not registered full-time in the institution. Most are engaged in full-time or part-time employment, and they pursue ELT programs only during their free time.

5. **Other.**

Courses Offered in Program: This subsection attempts to give specific information about the various courses offered in the program or programs being described. This kind of description is not always applicable. For example, many of the programs described in these pages -- even full-time programs involving many hours of instruction per day -- are not broken down into separate courses at all. Students may simply spend all their class time with one teacher, moving from skill area to skill area in the fashion of elementary school instruction. It must be understood, then, that considerable variation of approach exists within this category. But wherever possible, the various courses offered are listed along with pertinent information about levels. The **content/focus** of courses, where such information is available, is usually contained within parentheses following the course titles.

Responsibility for Syllabus: Some of the ELT programs described below feature relatively structured curricula; that is to say, teachers are expected to follow a fairly well-specified syllabus that has been established for each course. Other programs, in contrast, allow teachers considerable latitude in deciding what and how to teach -- a loosely-specified syllabus may exist which is used mainly as a kind of guideline, or the syllabus may be entirely the teacher's own responsibility. This subsection provides information about the "responsibility for (the) syllabus" for each program offered. No value judgment is intended in such a categorization; this information is included simply to give the reader a clearer understanding of the nature of the programs being described.

Supplementary Academic Orientation: This subsection is intended to include information about academic orientation provided for foreign students, where such orientation is offered as a **supplement** to regular ELT programs. Such orientation might include matters like instruction in study skills, information about academic programs, counselling in course selection, etc. The university or college departments responsible for this orientation (e.g., the ELT unit, the Student Services Office, the International Student Advisor, etc.) are also listed. Sometimes this kind of orientation forms part of regular course content, and cannot therefore be regarded as "supplementary"; nevertheless, such information is usually noted here.

Supplementary Cultural Orientation: This subsection contains information about cultural orientation provided for foreign students, either as supplementary or (quite frequently) as part of regular ESL coursework. Such orientation, which may be the responsibility of more than one university or college department (e.g., the ELT unit, the Student Services Office, the International Student Advisor, etc.) is usually designed to aid foreign students or immigrants in adjusting to (1) life in Canada and/or (2) student life at the university or community college being described.

Assistance with English Style, Grammar, etc., on Assignments: Students who have exited from ELT programs into regular programs at an institution, as well as students simultaneously enrolled in ELT and regular courses, often experience considerable difficulty with mainstream academic assignments (essays, theses, etc.). This subsection contains information about the degree to which non-native speakers of English are able to obtain individual assistance with English style, grammar, etc., in assignments connected with regular coursework at the institution. The ELT unit may be responsible for such assistance, although other departments are often involved.

Past Experience with CIDA-sponsored Students

This last major category summarizes whatever information is available regarding the institution's involvement with **CIDA-sponsored students from overseas**, over the **past 5 years**. This information is often rather sparse, as questionnaire respondents tended to lack detailed knowledge on the topic. But wherever possible, information relevant to the following questions is included:

- Did CIDA-sponsored students attend the institution on an *individual basis* or a *group basis*?
- What **kinds** of student attended (in terms of fields of study, levels of study, lengths of stay in Canada, and countries of origin)?
- Which sponsoring **Canadian organizations** were responsible to CIDA for these students' programs?
- What kinds of **ELT instruction**, if any, were provided for these students?

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- Did any of these students (individuals or groups) require the creation of **special ELT programs** to suit their particular needs, and if so, did CIDA finance the development of such programs?
- Have CIDA-sponsored students from overseas been an **anomaly** with regard to the usual demands of ELT services at the institution being described?
- Have CIDA-sponsored students from overseas received any *special treatment* with regard to the satisfying of English proficiency prerequisites for entrance into the institution's academic or vocational training programs?

Lead Times Required for Accommodation of Foreign Student Groups (15+) This small category is included for the benefit of CIDA or sponsoring agencies, which may require information about the amount of "lead time" required by an ELT unit asked to accommodate a group of students from overseas. (**Note:** Such "lead time" is not equivalent to the "notice time" required of students wishing to enter established programs; see **Notice Time for Program Entry** above. Two possibilities are discussed:

The needs of these students could be met within the structure of the ELT unit's existing programs. Usually the lead time required for accommodation of foreign student groups is rather short in this case.

A special program of study needed to be designed for these students. A much greater lead time is usually required here. It should be noted that this entire category is inapplicable to many institutions. A number of community colleges, for example, do not accommodate visa students from overseas at all.

For further information write:

The entry concludes with the name, address, and telephone number of the person to contact for further information about the ELT unit or the program(s) it offers.

A Note on Spelling

A number of respondents have been mildly critical of our preference for the spelling "program" over "programme." It is commonly believed that the former is the American spelling and the latter the British -- and hence preferred Canadian -- one. Actually, the two spellings are listed as alternatives by the *Oxford English Dictionary*. Fowler's *Modern English Usage* points out, in fact, that the *OED* judges the *-am* spelling to be preferable, "as conforming to the usual English representation of Greek *gramma*, in *anagram, cryptogram, diagram, telegram,* etc. The spellings are also listed as alternatives by *Webster's Third International Dictionary* and the *Random House Dictionary of the English Language*. More to the point, perhaps, the *Gage Canadian Dictionary* judges both variants as acceptable, with "program" listed first and hence the form "which is considered to be more frequently used by educated writers across Canada" (see the preliminary explanation in the *Gage*). As there seems to be no convincing reason to use the longer spelling, then, we have chosen to employ the shorter one throughout this Inventory. Exceptions are official titles of programs, where particular institutions prefer to use the longer spelling. Their preference is honored in the listing of their program names, but the shorter spelling is used consistently throughout the actual descriptive text.

GLOSSARY

This inventory contains a large number of acronyms, many of which may not be familiar to the average reader. The following glossary is intended to provide some measure of assistance in coping with these acronyms, although we make no pretense at completeness (or, for that matter, absolute accuracy) here. Please note that acronyms *(specific to individual entries)* are not listed, e.g., RTEP -- Regina Test of English Proficiency -- defined in the entry for the University of Regina.

ABE - Adult basic education

ABLE - Adult Basic Learning Experience (test)

CAI - Computer-assisted instruction

CAAT - Canadian Adult Achievement Test

CALL - Computer-assisted language learning

CAT - Canadian Achievement Tests

CBIE - Canadian Bureau of International Education

CCLTC - China-Canada Language Training Centre

CEEL - Centre for the Experimentation and Evaluation of Language Learning Techniques

CEIC - Canadian Employment and Immigration Commission

CELT - Comprehensive English Language Test for Speakers of English as a Second Language

CIDA - Canadian International Development Agency

CTBS - Canadian Test of Basic Skills

EAP - English for academic purposes

ELA - English Language Assessment

ELI - English Language Institute (Test)

ELSA - English Language Skills Assessment

ELT - English language training

ELTS - English Language Testing Service

EOP - English for occupational purposes

ESL - English as a second language

ESP - English for specific purposes

EST - English for science and technology

ETS	- Educational Testing Service (Princeton, NJ)
I/R's	- Immigrants and/or refugees
L_1	- first (native) language
MELAB	- Michigan English Language Assessment Battery (same as Michigan Test)
N/A	- Not applicable
N/C	- No charge
NI	- No information available
OROC	- Ontario Regional Orientation Centre
OSSGD	- Ontario Secondary School Graduation Diploma
OTESL	- Ontario Test of English as a Second Language
RFU	- Reading for Understanding (Test)
RSA	- Royal Society of Arts
SLEP	- Secondary Level English Proficiency (Test)
TABE	- Test of Adult Basic Education
TOAL	- Test of Adolescent Language
TOEFL	- Test of English as a Foreign Language
VCCELA	- Vancouver Community College English Language Assessment
WUSC	- World University Services Canada

BRITISH COLUMBIA

SIMON FRASER UNIVERSITY Burnaby, B.C.
Program: SFU Indonesian Project

General Description

There is no ELT unit as such at Simon Fraser University. A special ELT program designed for CIDA-sponsored Indonesian graduate students has been administered through the Faculty of Education. This program is somewhat exceptional, inasmuch as it has served relatively few students and is not ongoing. Nevertheless, it deserves a thorough description because it incorporates a number of interesting and innovative features that might be adopted with considerable benefit by other institutions planning programs with a similar purpose.

All students participating in the program were Indonesians specializing in distance education and accepted into an M.Ed. program in the Faculty of Education at SFU. Thirty students have attended in groups of 10, one group per year for the last 3 years. (Note: for convenience, the program will henceforth be described in the present tense in this section.) The length of each program is 10 months; students spend 8 weeks in a preparatory ELT course (described below) and then pursue regular graduate courses in education for 8.5 months, with ESL tutoring support provided on an ongoing basis. These two phases of the ELT component are briefly described as follows.

1. **English Language and Orientation (ELO) Course.** Originally offered as an 8-week course to the first cohort; the course hours have been shortened. It is now taken in conjunction with a "foundations course," a regular graduate course in education which serves the function of introducing students to the English vocabulary and basic concepts of their discipline. Students receive ELO instruction 3 mornings a week and attend their foundations class the other 2 mornings; afternoon activities include individual tutoring, working on research projects (for either the ELO or foundations course), etc. The ELO course is team-taught by 2 instructors, one of whom assumes the role of ongoing tutor when the next phase of the program begins. Some noteworthy features of the course content/ focus are as follows.
   - The ELO course has a strong orientation component (campus facilities, field trips, etc.), and students spend 6 weeks with Canadian "host families" in order to further their cultural orientation and improve their English conversational skills.
   - A key feature of the ELO course is that the actual ESL instruction is organized around the students' common area of academic interest, namely distance education. This approach assures that the students will be exposed to the particular aspects of English that they will need for their ensuing academic work, and it enhances motivation because the communicative activities in the course are related to issues and topics of genuine interest and concern to all the students.
   - Experience has shown that students participating in the program are fairly proficient in communicating in English in informal situations, so the focus of instruction tends to be on reading and writing skills. Practice in oral skills is provided mainly through exposure to (and interaction with) guest speakers, although a language lab has been used for this purpose as well. Specific EAP skills (besides listening and effective reading) include notetaking (both from texts and from lectures), library research, academic writing (e.g., organization of essays), effective participation in class discussions, and cultural expectations regarding the appropriate manner of expressing criticism or disagreement on academic topics.
2. **Tutoring Services.** Following the completion of the ELO course, students pursue regular graduate courses in Education, with one of the 2 ELO instructors assuming the position of tutor to these students. Instruction or assistance in this phase involves regularly scheduled tutoring sessions, though in fact the hours are rather flexible -- students can solicit help when they need it. The main activity in these sessions is assistance with writing, although the tutor also provides personal counselling and support to the students in his/her role as a friend as well as a teacher. These tutoring services continue for the duration of the students' programs.

In conclusion, the program described above has been highly successful, but no information is available as to its future status; obviously these ELT services ceased (or will cease) with the conclusion of the Indonesian Project.

ELT Teaching Staff and Resources

Staff: 2 instructors were involved in the planning and delivery of the program, which was team-taught; there is no ELT "unit" in the usual sense.

Staff Academic Qualif.: Both M.Ed.

Prof. Exper.: One has 5 + years ESL teaching experience, the other has 3 yrs exper.

Specialization: None in particular.

Resources:

Language Lab: Lab work was included in ELO coursework for the first cohort (used for listening comprehension -- lectures, etc.). The lab was not used in the subsequently modified course.

ELT Library/Resource Centre: None.

Study Facilities: Students study in their (graduate student) offices.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: N/A; the program is designed specifically for groups of 10 Indonesian graduate students at a time.

Selection/Entrance Criteria: The selection criterion was acceptance into the SFU master's program for Indonesians. Details of this selection process are not relevant here, but it should be noted that the instrument used to assess the English proficiency of prospective students was the English Language Testing Service (ELTS) Test; successful candidates had scores from 4-6 (max. possible is 9). These scores are rather low, but the ELO and subsequent tutoring helped students to overcome their language problems and be successful in the graduate program.

Placement Criteria: N/A; only 1 ELO class per year.

Promotion Criteria: N/A; students entered regular graduate courses after ELO, and were aided by ongoing tutoring. Some locally-prepared tests, teacher-specific, were used for diagnostic purposes (not promotion).

Specified English Proficiency Required for Entrance into Regular Courses? No; students were not required to achieve certain standards in the ELO course in order to be admitted, as they had already been accepted into the graduate program.

Program Information

Duration and Timing: ELO course -- 6 weeks (Mar-Apr). Tutoring -- 8.5 months (May-Dec).

Program Fees: The program was financially supported by a CIDA grant.

Class Size and Sectioning: Class size 10 (exactly); one section only in each year.

Type of Student Served by Programs: ELO course: full-time, pre-academic study in ELT "unit." Tutoring: students receive consultation time with tutor as required.

Courses Offered in Program:
The ELO course and tutoring component are adequately summarized in the General Description above.

Responsibility for Syllabus: ELO course: The syllabus was planned by the two teachers. Prior to the arrival of the first cohort, one month was allotted these teachers for planning, and this proved to be an adequate lead time.

Supplementary Academic Orientation: The ELO course includes comprehensive academic orientation.

Supplementary Cultural Orientation: The ELO course includes comprehensive cultural orientation (field trips, host families, etc.).

Assistance with English Style, Grammar, etc., on Assignments: Yes; this is the main purpose of the tutoring component.

Past Experience with CIDA-Sponsored Students

The entire SFU Indonesian Project described above was funded by CIDA. A total of 30 Indonesian students (3 groups of 10) have been accommodated over a 3-year period, a different group attending each year for 10 months of ELT combined with graduate study in the SFU Faculty of Education. All students were employees of Universitas Terbuka (UT), a university in Jakarta specializing in distance education. As explained above, all students received instruction and support in the ELT program specially designed for them. The development and implementation of this program, which consisted of an 8-week English Language and Orientation (ELO) course followed by 8 months of tutoring assistance, was financed by CIDA.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: N/A.

If a special prog. needed to be designed for them: A new program along the lines described above would have to be mounted, to suit the needs and interests of the prospective students. No information is available on the specific lead time necessary for this.

For further information write:

Dr. K. Toohey
Associate Professor
Faculty of Education
Simon Fraser University
Burnaby, B.C. V5A 1S6
Tel. (604) 534-7723.

UNIVERSITY OF BRITISH COLUMBIA, Vancouver, B.C.
Centre: English Language Institute

General Description

ELT services at the University of British Columbia are provided by the English Language Institute (ELI), a special unit within the Centre for Continuing Education. The ELI offers a wide variety of programs, as summarized below. For convenience, specific information about duration and timing of programs, program fees, and courses offered is given in this section rather than in the usual subsections under **Program Information**.

1. **Academic Preparation Program.** This is a full-time program for students with intermediate to very advanced proficiency in English who intend to study in a post-secondary English-speaking university or college. It focuses on language skills needed for successful study at the university level. About 94% of those enrolled in this program are foreign visa students; the remainder are immigrants (4%) or Canadian students whose L1 is not English (2%). The program is offered 4 times a year: (a) in 3-month sessions beginning in Sept, Jan, and Apr, and (b) in summer session. The program fee is $1848 per student for a 28 hour/week full course load. Courses include 3-4 levels of Grammar/ Listening/Speaking, Reading, Writing, TOEFL Preparation, Study Skills, Exploring English Literature, Reading and Writing (very advanced), and Advanced Writer's Workshop (very advanced).
2. **Communication Program.** This is a full-time program designed for students at English proficiency levels ranging from beginner to advanced, who wish to improve their knowledge of and fluency in the English language. Students in this program (95% foreign visa, 2% immigrants, 3% Canadians with L1 not English) are studying English for personal development, professional reasons, or as part of a career change. The program is offered in three 12-week sessions starting in Sept, Jan, and Apr, and one 6-week session starting in July. The program fee is $1716 per student (summer $858) for a full course load of 3 classes per day. Courses include Communication Skills (focusing on speech and related language skills – Listening, Grammar, Reading, and Writing) and a wide variety of elective courses (Business Communication, Canadian Culture through Film, Basic Vocabulary, Short Stories, Newspaper, etc.).
3. **Special Programs.** Special programs are designed for groups; they are tailor-made for the particular needs of contracting groups. The ELI's annual (regular) programs fall into three main categories: (a) The Graduate Studies Preparation and Orientation Program, focusing on very advanced English for academic purposes. (b) English upgrading for English teachers whose first language is not English. (c) English study and travel programs. Examples are the Residential Spring English Program (part of a language bursary program funded by the Canadian government for Canadian university students whose L1 is French), the Summer Conversation Program (for non-English-speaking students who wish to practice speaking English and want to live for a short time in English-speaking Canada and learn more about its people and customs), and the International Summer English Program (for students who wish to improve their English language skills in order to use English effectively in international communication). English for business programs have also been provided by the ELI. Limitations of space prohibit the inclusion of further details about these various programs here. For more information, write the Special Programs Coordinator at the ELI (address at end of entry).
4. **Pacific Region Orientation Centre.** This special centre is part of the Canada/China Language and Cultural Programme of CIDA. It provides three kinds of services for projects funded by the Canadian government through CIDA: (a) orientation courses for incoming CIDA trainees from the P.R.C. (b) briefings for Canadians going to the P.R.C. on CIDA projects. (c) a network for local P.R.C. students (CIDA trainees) already studying in Canada.

Also offered are Foreign-Language English Language Training (FELT) courses for UBC students who are already enrolled in regular programs. No major changes to any of the above programs are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 38 instructors in fall session, 31 in winter; 46 of these have regular status, although no instructor is hired on a permanent (tenured) basis. Staff increases by approx. 50% during summer. *Min. Academic Qualif.:* B.A. or B.Sc. plus 6 year units (12 semester units) of university level TESL training with a 20-hour practicum.

Staff Academic Qualif.: B-all, as stated above; also M-13 (8 pending), Ph.D.-2.

Prof. Exper.: 2 years experience teaching ESL/EFL or completion of ELI training program required. *Ave. Prof. Exper.:* during Sept-Apr session, 5 years.

Specialization: Yes, in language skill areas -- Writing 9 instructors, Reading 7, Pronunciation 3, Business 2, Communication 20.

Resources:

Language Lab: Yes, used for oral fluency, pronunciation, and some listening comprehension, especially in TOEFL preparation course. Specially developed material, "LAB English," used, and teachers develop their own lessons. *Accessibility:* Classes are assigned lab time -- Communication, Pronunciation, Grammar/Listening/Speaking classes have 1-2 hours/week in lab. *Degree of Use:* Fair; lab is shared with university language courses.

ELT Library/Resource Centre: Yes. ELT sections in (1) the Curriculum Lab (Education Faculty Library) (2) Language Education Resource Centre (LERC). Also, ELT library in ELI -- mainly for staff, though students can borrow books, tapes, etc.

Study Facilities: Students usually study in libraries or cafeterias.

A-V Centre: ELI has its own A-V centre with a catalogue system for A-V materials. ELI also has access to University A-V Centre.

Student Placement and Evaluation

Notice Time for Prog. Entry: Communication and Academic Preparation Programs need at least 3-6 months notice time.

Selection/Entrance Criteria: *Education:* Students must have completed secondary school and preferably have 1-2 years EFL training. *Age:* 18 up. *Proficiency in English:* Varies with program; e.g. Academic Prep. Program starts at intermediate level (400 on institutional or official TOEFL). UBC students must have TOEFL 570.

Placement Criteria: Academic Prep. Program -- Students are placed into one of 4 levels depending on a diagnostic essay, an oral interview, and institutional TOEFL score; may be in different levels in different skill areas (e.g., level A writing, level C Reading); students retested and placed in suitable levels at end of every 3-month period. Communication Classes -- Students are tested and new classes arranged every 3 months.

Promotion Criteria: (1) TOEFL (institutional). (2) Locally-prepared tests of various types, teacher-specific in Communication classes and across sections in Academic Prep. Program. (3) Teachers' recommendations, classroom performance.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; Academic Prep. students who wish to enter UBC must meet TOEFL requirement (570) and have a B+ or A- GPA. Tests Used besides TOEFL: UBC Test of English Proficiency (may soon be replaced by a new local test), Michigan and Cambridge tests. Varying TOEFL requirements: Faculties of Science, Education, and Business - 570; Faculty of Arts - 580; Faculty of Graduate Studies - 570 (although some 550-570 accepted).

Program Information

Duration and Timing: See **General Description**.

Program Fees: Communication Program and Academic Prep. Program charge a $50 application fee; other fees included in tuition (for specific information see **General Description**).

Class Size and Sectioning: ELI maximum class size is 15. Average class size 12-15, depending on program. Sections are multiple and flexible.

Courses Offered in Program:

See **General Description.**

Supplementary Academic Orientation: Student Counselling and Resources Centre does testing, career, and academic course counselling as well as psychological counselling. ELI does language and study skills instruction as well as orientation.

Supplementary Cultural Orientation: Communication Program makes orientation to Canada part of its functional/situational curriculum. Also, the Pacific Region Orientation Centre and the special program for Graduate Studies Preparation and Orientation provide courses for orientation (these include instruction in getting around campus and city, using local services, learning about Canada, dealing with culture shock, etc.

Assistance with English Style, Grammar, etc., on Assignments: UBC foreign students taking FELT receive this help as part of their course. Students from People's Republic of China receive additional help arranged by Pacific Region Orientation Centre. Also, foreign students can receive help at workshops set up at the library halfway through fall and winter terms, through the Women's Office, or through the Counselling Service.

Past Experience with CIDA-Sponsored Students

It is not possible to ascertain precisely how many CIDA-funded students have attended UBC over the past 5 years. (Next year, with the new TELEREG registration system coming into effect, information about current levels of enrolment will be available.) A rough estimate of the number of CIDA-sponsored students is 20-25 per year, all attending on an individual rather than group basis. These have all been graduate students, research scholars, or visiting scholars. The majority have studied in the Sciences or Applied Sciences (this includes the Faculties of Forestry, Agriculture, and Medicine), though some have pursued Commerce, Law, or Education. Most have been from Asia, principally the PRC, Indonesia, Thailand, Malaysia, or the Philippines, though some have come from Latin America and Africa. Some sponsoring agencies are WUSC, the Canada-China Project, and AUCC.

With regard to ELT, over the past 5 years (in the Academic Preparation Program) the ELI has provided services for 10-12 CIDA-sponsored students a year registered in English up-grading courses, Foreign Student and English Language Training (FELT). As well, some special ELT programs were developed by the ELI to meet the needs of certain CIDA-sponsored groups. These programs were financed by (a) CIDA Canada-China Project, and (b) WUSC Canada-Indonesian Project.

Further Comments: (a) With regard to special treatment for CIDA-sponsored students entering UBC, in extraordinary cases there has been some bending of admission requirements. The exceptions are individually determined and the students are usually required to do extra work on their English (FELT courses) to meet the standard set by UBC. (b) When foreign students enter a Canadian university, they should be given a limited class load and additional English support such as peer-counselling, tutoring, or, if necessary, extra English classes. The support would depend on English proficiency. All non-Canadian students need some extra help; it is natural because they are competing with students who are familiar with the system and have been educated in English for 12 to 16 years. To offer an analogy, if a Canadian student should study Spanish for 4-6 years and then go to take a degree at a Spanish university, he/she should probably plan on 6 months to a year of Spanish study before starting, and still probably need extra help.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 2 weeks to 1 month notice.

If a special prog. needed to be designed for them: This depends on the length of the new program. Usually it takes about half the length of time that a new program is to last, to prepare it.

For further information write:

Don Mosedale
Director
English Language Institute
Centre for Continuing Education
University of British Columbia
5997 Iona Drive
Vancouver, B.C. V6T 2A4
Tel. (604) 222-5229

Also, inquiries may be directed to Program Coordinators:

Vivian Howard, Coordinator of Communication Programs
Carole Trepanier, Coordinator of Academic Preparation Program
Lyn Howes, Coordinator of Special Programs
John Redmond, Coordinator of Pacific Region Orientation Centre

UNIVERSITY OF VICTORIA, Victoria, B.C.
Programs/Dept.: English Language Programs, Division of University Extension and Community Relations

General Description

ELT services at the University of Victoria, collectively described by the term **English Language Programs**, are provided by the Division of University Extension and Community Relations in co-operation with the Department of Linguistics. Five main ELT programs are offered to suit the needs of a heterogeneous clientele, as follows.

1. **ELPI:** A 12-week, full-time program offered year-round (3 times per year). This program is designed for international clientele (99%) who desire university preparation or professional development.
2. **ELPS:** A 6-week, full-time summer bursary program, mainly for Canadian Francophones (95%) although it also attracts international clientele (5%).
3. **ELPJ:** A 4-week summer program offered since 1983, designed exclusively for Japanese students and focusing on cross-cultural communication.
4. **ELPC:** Consists of community-based evening courses, intended mainly for business and professional clientele (80%), either immigrants or Canadians whose L1 is not English. These courses are also taken by international students (10%) and immigrants/ refugees who are, or wish to be, enrolled in regular programs at the University. Skills-based curricum.
5. **ELPG:** A program designed specifically for international graduate students. Skills-based curriculum.

One of the objectives of the ELPI is to assist international students in university preparation. The ELT unit also prepares graduate students from overseas for university work conducted in English, most commonly in the fields of Computer Science, Engineering, and the Sciences. No changes to these programs are envisioned for the near future.

ELT Teaching Staff and Resources

Staff: 4-5 full-time and 4-5 part-time instructors on regular staff, 3 with "perm." status; staff increases by approx. 20 (full-time) in summer.

Perm. Staff Academic Qualif.: B-1, M-2.

Prof. Exper.: Minimum of 5 years experience teaching ESL expected of perm. staff. Ave. Prof. Exper.: Perm. staff 8-10 yrs, Regular staff 12 yrs, summer staff 5 yrs. (Certain summer programs accept graduates with B.A./B.Ed. + TESL in part-time positions teamed with experienced instructors.)

Specialization: Not as a general rule in ELPI, ELPS, ELPJ. But in ELPC & ELPG, various instructors specialize in speaking, writing, and/or grammar.

Resources:

Language Lab: Used for in-class and out-of-class assignments, pronunciation practice, cloze tests, dictation, etc. *Accessibility:* Available to classes; also used for individual assignments and independent study. *Degree of Use:* Fair; the lab is also used heavily by other language programs.

ELT Library/Resource Centre: Yes, but access is somewhat restricted; because of limited storage space, instructors select resources for students.

Study Facilities: Study periods in classrooms (ELPI); various libraries/ study halls in institution; also student residences.

A-V Centre: (1) Shared with other departments (2) ELT unit also has its own set of equipment.

Student Placement and Evaluation

Notice Time for Prog. Entry: Different amounts of notice time are normally required for different ELT programs, depending on the program.

Selection/Entrance Criteria: *Education:* High school graduation. *Age:* 18-19 up. *Proficiency in English:* A basic knowledge of English is required in most programs. For ELPC, high intermediate to advanced proficiency expected. All programs have placement tests.

Placement Criteria: Levels exist in all programs, as follows. ELPI: intermed. to adv. ELPS: beginner to adv. ELPC: high intermed. to adv. ELPJ: intermediate levels. ELPG: intermed. to adv. Different placement tests (locally-prepared) are used for each program.

Promotion Criteria: Locally-prepared tests of various types, teacher-specific.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; TOEFL 575 req. for undergraduate programs, 550 for graduate programs. Also English Proficiency Test (EPT), admin. locally by University.

Specified English Proficiency Required for Acceptance into Graduate Programs? Yes; TOEFL 550 req. Consultation with relevant academic dept. Special consideration not usually given to visa students.

Program Information

Duration and Timing: ELPI: 3 sessions of 3 months each, Sept-Dec, Jan-Apr, May-Jul. ELPS: 1.5 month program, Jul-Aug. ELPC: two 2-month sessions, Sept-Dec, Jan-Apr. ELPG: two 2-month sessions, Sept-Dec, Jan-Apr.

Program Fees: ELPI: $1650. ELPS: Can. $660, Foreign $900. ELPC: $90-100/ course. ELPG: approx. $175/course. Textbooks extra in ELPI, ELPC, and ELPG.

Class Size and Sectioning: *Ave. Class Sizes:* ELPI 8-15, ELPS 12-15, ELPC 12-20 (varies with skill -- 20 for grammar, 12 for writing), ELPG 12-15 and 1-to-1. *Sections:* multiple sections, number flexible, in all programs.

Type of Student Served by Programs: ELPI, ELPS, ELPJ: Full-time, multi-purpose study in ELT unit. ELPC & ELPG: Part-time, specific or shared academic study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

ELPI: Integrated curriculum with several levels (speaking/listening, reading, writing, grammar; some choices -- TOEFL prep., etc.; some field trips)

ELPS: Integrated curriculum with several levels (same as ELPI plus workshops and a full range of socio-cultural activities)

ELPJ: Integrated curriculum with several levels (cross-cultural communication plus a full range of socio-cultural activities, workshops, and home visits)

ELPC & ELPG:

- Writing Effectively (business/professional/academic writing)
- Speaking Skills (business/professional/academic speaking skills; intermediate to advanced communication)
- Understanding Grammar (from basic to complex)

Responsibility for Syllabus: Varies with program. In ELPC & ELPG, the syllabus is the teacher's responsibility but is developed in consultation with coordinator.

Supplementary Academic Orientation: Yes; teachers often help students on an individual basis.

Supplementary Cultural Orientation: Yes, provided by ELT unit. An assistant gives on-campus and downtown orientation. Field trips are included in curriculum, as is cross-cultural communication.

Assistance with English Style, Grammar, etc., on Assignments: Such help is normally available from the ELT unit.

Past Experience with CIDA-Sponsored Students

At least 3 CIDA-sponsored students from overseas have attended the University *and* studied English in the ELT unit over the past 5 years. One was a student from Indonesia doing graduate work in Biological Science. The other students, from Thailand, were about to enter graduate studies in the Sciences. There may also have been CIDA-sponsored groups that attended, but none needed assistance from the ELT

unit. No special ELT programs have been created for CIDA-sponsored students. No other information is available.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: Around 3 months; depends on time of year.

If a special prog. needed to be designed for them: Approx. 6 months.

For further information write:

Elinor J. Rhynas
Coordinator
English Language Programs
University Extension
University of Victoria
Box 1700
Victoria, B.C. V8W 2Y2
Tel. (604) 721-8826.

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY (BCIT), Burnaby, B.C.
Program: Technical English as a Second Language

General Description

The ELT unit at BCIT is part of the Department of Communication, which has other responsibilities besides ESL instruction. Several different ELT programs are offered to meet the needs of non-native speakers of English who are enrolled in, or who wish to enrol in, technology programs at the Institute. [Abbreviations to be used later in this entry are given in brackets.]

- **English and Communication Learning Centre:** [ECLC] A special part-time program designed to provide ESL instructional support to students enrolled in technology programs. This program is pursued mainly by Canadian students whose first language is not English (90%), although some immigrants enrolled in regular programs also attend (10%).
- **Non-Credit Technical ESL:** [NCTESL] A program designed for students enrolled in, or preparing to enrol in, technology programs. The sub-program serving students preparing for regular programs is called "pre-entry." The majority of students who pursue NCTESL are Canadians whose L1 is not English; smaller groups are immigrants/ refugees who wish to be enrolled in regular programs (20%) or who are already enrolled in such programs (10%).
- **ESL for International Students:** Credit and non-credit ESL programs for specially-sponsored international students enrolled in technology programs. One purpose of these special programs is to prepare, or give support to, foreign visa students who require ELT assistance in order to be successful in regular programs at the Institute, most frequently in the fields of Engineering and Business.

No changes to these programs are envisioned for the near future.

ELT Teaching Staff and Resources

Staff: 5 instructors on regular staff, 3 with perm. status; no variation in summer.

Min. Academic Qualif.: B.A. with special training in ESL

Reg. Staff Academic Qualif.: B-2, M-2, Ph.D.-1.

Prof. Exper.: 5 years experience teaching ESL usually expected of staff. *Ave. Prof. Exper.:* Perm. staff 10 yrs, Entire/ Summer staff 10 yrs.

Specialization: All teachers specialize in English for Science and Technology (EST).

Resources:

Language Lab: None.

ELT Library/Resource Centre: English and Communication Learning Centre, which is staffed and open several hours per week.

Study Facilities: Other libraries or study halls in institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Immediate placement if student has the required documentation or is already enrolled in a regular program.

Selection/Entrance Criteria: *Education:* The same as the Institute's general criteria for admission. *Age:* Adults. *Proficiency in English:* Students entering ELT programs should possess "near-entry" proficiency, i.e., they should be close to one of the following standards for admission to regular technology programs: (1) TOEFL 550 (2) VCCELA 145 (3) English 099 or equiv. (4) COMM 004 (the ELT unit's pre-entry course).

Placement Criteria: Only students at "near-entry" or entry level are admitted to ELT programs; separate courses are provided for the different levels. Placement criteria are the same as admission criteria above.

Promotion Criteria: Locally-prepared tests of various kinds, both teacher-specific and across sections.

Specified English Proficiency Required for Entrance into Regular Courses? Yes, as stated above; mainly standardized tests are used -- (1) TOEFL 550 (2) VCCELA 145. Both administered externally.

Program Information

Duration and Timing: ECLC: 9-month program, Sept-May. NCTESL: 9-month program, Sept-May; also special summer program, Jul-Aug. Pre-Entry Program: 3 months, Sept-Dec, Jan-Mar, Apr-Jun, Jul-Aug.

Program Fees: No separate ELT program fees -- covered by total tuition for technology program at Institute ($1448/year). But Pre-Entry (3-month) courses require fee of $250/course. Additional Fees: information not avail.

Class Size and Sectioning: *Ave. Class Size* 15, all programs. *Sections:* multiple, number flexible, for all programs.

Type of Student Served by Programs: ECLC: Part-time, shared academic/ vocational study in ELT unit. NCTESL: Part-time, specific study in ELT unit. Pre-Entry Program: Part-time, shared academic/ vocational study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses) Each program is a "course" focusing on a number of different topics, skills, etc.

ECLC (technical & business writing, pronunciation & conversation, study skills)

NCTESL (reading, writing, giving oral presentations, study skills)

Pre-Entry (reading, technical & business writing, grammar, study skills)

Responsibility for Syllabus: Most courses have a fairly well-specified syllabus which the teacher is expected to follow.

Supplementary Academic Orientation: Yes; ELT unit provides extensive orientation (study skills, information about the Institute and its resources) to special contract international students as part of their ELT program (not supplementary).

Supplementary Cultural Orientation: Not formally provided, although orientation of this type may be included as part of ELT courses.

Assistance with English Style, Grammar, etc., on Assignments: Provided by ELT unit on a regular basis, as one of its responsibilities.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: no lead time required.

If a special prog. needed to be designed for them: It would depend on the program, but speaking generally the ELT unit is accustomed to mounting special programs in a relatively short time.

For further information write:

Dr. Kathleen Vance
Coordinator, Technical ESL for International Students
Department of Communication
BCIT
3700 Willingdon Ave.
Burnaby, B.C. V5G 3H4
Tel. (604) 434-5734, loc. 5388.

CAMOSUN COLLEGE, Victoria, B.C.
Centre: English as a Second Language Department

General Description

The English as a Second Language Department, a self-contained unit devoted specifically to ELT, offers a single ESL program designed to serve a mixed variety of student types: students going on to academic or technical post-secondary education, international (visa) students (10%), and immigrants or refugees who need oral and/or literacy skills for employment or other purposes. (A precise subcategorization of the student population is not available.) The program is divided into two types of courses in terms of levels and for scheduling purposes.

1. **Five Lower Levels:** (2 beginner levels and 3 intermediate levels) Study within these levels/courses may be either full-time (20 hours of classes per week + lab) or part-time (5 or 10 hours of classes per week + lab). Each level includes instruction in the 4 skills, grammar, etc.; see below for details. Students at these levels may also take advantage of a special Technical English Lab.
2. **Higher Levels:** The program also contains two advanced-level courses (ESL 045 and 049) designed for students wishing to prepare for academic upgrading courses and college-level courses, as well as a special Literacy course for students who can understand and speak English but have difficulty with spelling, writing, and reading.

The program is not specifically concerned with preparing foreign visa students for undergraduate study. One important change is envisioned in the near future: terms of study may be shortened to 3 months from the present 4 months.

ELT Teaching Staff and Resources

Staff: 13 instructors on regular staff, 9 with perm. status; no courses offered during the summer (Jul-Aug).

Min. Academic Qualif.: Bachelor's degree with some additional training in linguistics or TESL certification.

Perm. Staff Academic Qualif.: As above.

Prof. Exper.: All have several years' experience teaching second languages.

Specialization: Varied.

Resources:

Language Lab: Used for pronunciation, reading, writing, grammar, listening, and conversation. *Accessibility:* all students in lower 5 levels use the lab as part of the regular weekly in-class activities and also during drop-in hours separate from class time. *Degree of Use:* extensive.

ELT Library/Resource Centre: None.

Study Facilities: Information not avail.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Beginner through Intermediate students (lower 5 levels) can receive same-day placement subject to available seats; advanced placement requires at least 1 week.

Selection/Entrance Criteria: *Education:* no req. *Age:* 16 up. *Proficiency in English:* no req. Further comments: International students with prior acceptance currently accommodated whenever they arrive.

Placement Criteria: 5 lower levels plus 2 advanced levels, as well as a special literacy course. Students must reach set standards in all skill areas before advancing to the next level. Initial placement based on test of reading, writing, listening, and oral skills.

Promotion Criteria: Mainly locally-prepared tests of various sorts, admin. across sections.

Specified English Proficiency Required for Entrance into Regular Courses? No.

Program Information

Duration and Timing: Two 4-month sessions per year, Sept-Dec and Jan-Apr. Also a 2-month spring session, May-Jun.

Program Fees: Full-time Canadian students $41.50/mo, $10.00 registration fee. Foreign students $500/mo, $50 Registration Fee.

Class Size and Sectioning: *Max. class size* 24. *Sections:* Morning, afternoon, evening; 4 - 5 levels.

Type of Student Served by Programs: Program allows both full-time and part-time study; students are of many types (pre-academic,general upgrading, pre-employment).

Courses Offered in Program: (Content/Focus in Parentheses))

Lower 5 Levels/Courses: Lower Beginner, Upper Beginner, Intermediate I, Intermediate II, Intermediate III. Full-time study requires 20 hours of classes/week + lab work; Part-time study requires 5 or 10 hours of classes/week + lab. (All courses include listening/speaking, reading/writing, pronunciation, grammar, literacy, and technical English. Topics dealt with include citizenship, life in Canada, employment orientation, culture and health.)

Advanced Level Courses: ESL 045 [Lower Advanced] and ESL 049 [Upper Advanced]. (For students of English wishing to prepare for academic upgrading courses and college level courses. Instruction includes practice in the skills required to pass the TOEFL.)

Special Courses:

- Literacy (spelling, writing, reading)
- Technical English (a special lab open to all regular day class students)
- Language Laboratory [available to all students in lower 5 levels, as part of regular studies]

Responsibility for Syllabus: Most courses have a fairly well-specified syllabus which the teacher is expected to follow.

Supplementary Academic Orientation: Not formally provided, though teachers may occasionally help students on an individual basis. Note: the advanced-level courses include some preparation for college study.

Supplementary Cultural Orientation: Not supplementary; cultural orientation is included in regular courses: field trips, social activities with other students, and informal or class-project introductions to community resources (library, govt. agencies, recreation, etc.).

Assistance with English Style, Grammar, etc., on Assignments: Available from another college dept., which offers 2-month remedial units in spelling, grammar, and composition as well as a drop-in Writing Assistance Centre.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: No lead time required, if students were of different levels and flexible regarding class time.

If a special prog. needed to be designed for them: The course would have to be designed to start at beginning of term (i.e., up to 4 months notice).

For further information write:

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Coordinator
ESL Department
Camosun College
3814 Carey Rd.
Victoria, B.C. V8Z 4C4
Tel. (604) 388-6523, local 31.

CAPILANO COLLEGE, Vancouver, B.C.
Centre: English as a Second Language Department

General Description

The English as a Second Language Department, a self-contained unit devoted specifically to ELT, offers one ESL program during the regular session and two during the summer.

1. **Academic ESL Program:** A program designed to increase the English proficiency, both oral and written, of post-secondary students whose L1 is not English. Heterogeneous student pop.: Foreign visa students (10%), immigrants and refugees (a) enrolled as regular students in the college (20%) (b) studying English in preparation for regular student status (30%) (c) studying English in preparation for employment or for personal improvement (15%), Canadian students whose L1 is not English (5%), and foreign nannies on work permits (20%).
2. **Summer Language Bursary Program:** A 6-week spring/summer intensive English program for Francophone students from Quebec.
3. **Exchange Program:** A 3-week summer intensive English program for students from Japan, mostly at the beginner level or slightly above.

One purpose of the Academic ESL Program is to prepare foreign visa students for college or university work at the undergraduate level. Future plans include increased numbers of international students in the Academic EAP Program during the fall and winter, additional ESP courses in the summer (e.g., computers; outdoor recreation), and more exchange programs.

ELT Teaching Staff and Resources

Staff: 1 instructor on regular ELT staff, perm. status; staff size increases by about 4 during summer months.

Min. Academic Qualif.: M.A. + Teaching Credentials (ESL specialty) normally expected of ELT staff.

Perm. Staff Academic Qualif.: M-1.

Prof. Exper.: 10 yrs full-time ELT exper. normally expected of staff; *Ave. Prof. Exper.:* Perm. (entire) staff – 24 yrs; summer staff 16 yrs.

Specialization: None in particular.

Resources:

Language Lab: None.

ELT Library/Resource Centre: None.

Study Facilities: Other libraries and/or study halls within the institution; also Achievement Resource Centre/Computer Lab.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Academic ESL Prog.: 1 week minimum.

Selection/Entrance Criteria: *Education:* high school completion or equiv. *Age:* normally 18 up. *Proficiency in English:* Intermediate level prof. req.; evaluation based on interviews and scores from previous ELT courses (other institutions). *Other criteria:* Students' personal schedules must match academic schedules; availability of space in courses.

Placement Criteria: 2 levels of courses, intermediate and advanced. Normally completion of int. level is req. for adv. level. The criteria used for initial placement are the same as those used for acceptance (see above).

Promotion Criteria: Locally-prep. written tests, teacher-specific; successful completion of assignments during course.

Specified English Proficiency Required for Entrance into Regular Courses? Yes, into regular English courses only. Entrance based on locally-prep. tests – the English Department administers its own test to evaluate readiness for university-level English courses.

Program Information

Duration and Timing: Academic ESL Prog.: 4-month sessions, Sept-Dec and Jan-Apr. SLBP: 6-week session, May-Jul. Exchange Prog.: 3 week session, Jul-Aug.

Program Fees: Academic ESL Prog.: Can. students $108/session, Foreign students $450/session; Additional fees – Student Activity Fee $5.00, Registration Fee: Can. $25.50/session, Foreign $75.00/session. SLBP: tuition fee $1200; most students on bursary, however. Exchange Prog.: fees $1800, cost recoverable.

Class Size and Sectioning: *Ave. Class Size:* Acad. ESL prog. 15, SLBP 18, Exchange Prog. 15. *Sections:* multiple, number flexible, all programs.

Type of Student Served by Programs: Academic ESL Prog.: Part-time, specific study in ELT unit, for the most part. SLBP and Exchange Progs.: Summer intensive full-time multi-purpose study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

Academic ESL Program:

- ESL 040 (intermediate communication skills – oral)
- ESL 050 (advanced communication skills – oral)
- ESL 091 (intermediate reading/writing)
- ESL 099 (advanced reading/writing)

Summer Language Bursary Program:

Courses offered at three different levels – beginner, int., adv. (oral activities)

Exchange Program:

Beginners I (oral activities)

Beginners II (oral activities)

Responsibility for Syllabus: All programs – usually the syllabus is the teacher's responsibility.

Supplementary Academic Orientation: Not in a formal sense, though ELT unit provides informal advice on registration, financial aid, courses, library/counselling support.

Supplementary Cultural Orientation: None formally provided.

Assistance with English Style, Grammar, etc., on Assignments: ELT unit provides tutorial help in Achievement Resource Centre.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs): No lead time required.

If a special prog. needed to be designed for them: 1 month.

For further information write:

Nicholas J. Collins
Coordinator
Capilano College
2055 Purcell Way
North Vancouver, B.C. V7J 3H5
Tel. (604) 986-1911, local 2582.

CARIBOO COLLEGE, Kamloops, B.C.
Centres: ESL Kamloops, ESL Williams Lake, ESL Merritt

General Description

The ELT unit at Cariboo College (3 campuses) is part of the Adult Basic Education (ABE) Department. Four distinct ELT programs are offered, as follows.

1. **ESL College Preparation Program** (ESLP): A program designed to provide appropriate language training for ESL speakers who wish to proceed to post-secondary study. Three levels of courses (Pre-Prep., Level I, and Level II) are offered; individual courses at each level focus separately on reading, grammar, writing, and speaking & listening skills. These courses are intended mainly for international visa students (85%), although a few immigrant students from the community (15%) also pursue them. The ESLP program is available at the Kamloops Campus only.
2. **Full-Time ESL Program** (FT): A full-time program designed specifically to meet the survival English needs of new immigrants and refugees (100%). This program consists of a single multi-level class focusing on integrated communication skills.
3. **Part-Time Daytime ESL Program** (Community): A program for ESL speakers who wish to improve their English skills. These courses are pursued mainly by immigrants and refugees studying English in preparation for employment or for personal improvement; other student groups are immigrants/ refugees preparing for regular programs at the College (8%) and Canadian students whose L1 is not English (2%).
4. **Part-Time Nighttime ESL Program (Community):** Same as Part-Time Daytime ESL.

The purpose of the ESLP Program is to prepare international students for undergraduate academic work, particularly in the fields of Science, Engineering, Commerce, Business Administration, and Fine Arts. The ELT unit is planning a review and possible reorganization of the Community ELT courses.

ELT Teaching Staff and Resources

Staff: 9 instructors on regular staff, 1 with perm. status and the other 8 regularly rehired. Staff decreases by about 7 during summer.

Min. Academic Qualif.: B.A. or B.Ed.

Staff Academic Qualif.: B-all.

Prof. Exper.: 1 year experience teaching ESL required of staff. *Ave. Prof. Exper.:* Perm. staff 2 yrs, entire staff 10 yrs.

Specialization: None in particular.

Resources:

Language Lab: None at present; planned for new facilities available in 1989.

ELT Library/Resource Centre: A small Resource Centre for the district is situated in Kamloops.

Study Facilities: Study room in ELT unit; other libraries and study halls in institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: ESLP: 2 weeks. FT & PT programs: 1 day.

Selection/Entrance Criteria: *Education:* ESLP - some high school standing required, as goal is post-secondary education; other programs - no req. *Age:* 17 up. *Proficiency in English:* ESLP - High school transcripts or TOEFL 450; other programs - no req.

Placement Criteria: Classes are usually multi-level (i.e., all proficiency levels accommodated) in all FT and PT programs. ESLP: 3 levels of courses in most skill areas (listening & speaking, grammar, reading, writing). Placement determined by scores on VCCELA (a placement test devised and administered by Vancouver Community College, King Edward Campus, Vancouver).

Promotion Criteria: Performance as measured by courses grades in each level of study. Teachers tend to prepare and use their own tests.

Specified English Proficiency Required for Entrance into Regular Courses? Yes, as determined by scores on VCCELA -- 135 required for direct pass into post-secondary programs (without ESL instruction); administered by King Edward Campus, Vancouver.

Program Information

Duration and Timing: ESLP: 4-month program, Sept-Dec, Jan-Apr, May-Jul. FT: 6-month program, Oct-Mar. PT: 3-month courses, Sept-Dec, Jan-Mar, Apr-Jun.

Program Fees: ESLP: $79.50/course; full-time international students $1900/semester; Student Activity Fee $15. FT: Canada Manpower funded. PT: $103.50/sem.

Class Size and Sectioning: *Ave. Class Sizes:* ESLP 12, FT 16, PT 12. *Sections:* ESLP & PT -- sections multiple, number flexible; FT -- single sections, number not flexible.

Type of Student Served by Programs: ESLP: full-time, pre-academic study in ELT unit or part-time, shared academic study in ELT unit. FT: full-time, multi-purpose study in ELT unit. PT: part-time study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

ESLP - 3 levels: Pre-Prep., Level I, Level II.

- ESLP 005 - Integrated Communication Skills
- ESLP 006 - Spelling and Word Study
- ESLP 007 - Reading Comprehension
- ESLP 008 - Writing Skills
- ESLP 009 - Canadian Studies
- ESLP 015 - Listening and Speaking I
- ESLP 016 - Structure and Word Skills
- ESLP 017 - Reading and Study Skills
- ESLP 018 - Composition I
- ESLP 019 - Canadian Context
- ESLP 025 - Listening and Speaking II
- ESLP 027 - Reading in Academic Areas
- ESLP 028 - Composition Skills

FT ESL - Single course, multi-level class.

- Integrated Communication Skills (survival English for new immigrants and refugees)

PT Daytime ESL - Single course, multi-level class.

- Integrated Communication Skills (content/focus depends on needs of students who register)

PT Nighttime ESL

- Written English Improvement
- Spelling
- Conversation Skills

Responsibility for Syllabus: ESLP: Most courses have a fairly well-specified syllabus which the teacher is expected to follow. PT: Usually the syllabus is the teacher's responsibility.

Supplementary Academic Orientation: (1) Academic information is provided by Counselling Dept. (2) Study skills instruction is part of ESLP program.

Supplementary Cultural Orientation: Yes, provided by ELT unit. (1) An assistant coordinator provides home-stay accommodation and looks after insurance, banking, etc. (2) ELT unit offers a compulsory Canadian Context course (ESLP 019) which includes activities designed to encourage participation in Canadian culture.

Assistance with English Style, Grammar, etc., on Assignments: Provided by ELT unit on a regular basis.

Past Experience with CIDA-Sponsored Students

Two groups of CIDA-sponsored Libyan students have attended the College during the past 5 years. (1) In 1985-86 the College accepted 8 students from Libya who had been at Concordia Univ. for 2 years. These students spent 8 months in the ELT unit before entering University Transfer programs at the College. One of these students was accepted at UBC in Sept. 1987. (2) In 1986 the College accepted 5 students from Libya who had been at various Canadian institutions.

All these Libyan students required ESL instruction. A special class was arranged to accommodate them, since the current ESLP Program was not yet in place; this special program was financed by CIDA. CIDA-sponsored students from overseas have received no special treatment with regard to the satisfaction of English proficiency requirements for College admission.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 2 wks.

If a special prog. needed to be designed for them: 4 wks.

For further information write:

Bruce Thomson
Coordinator/Instructor ESL
Cariboo College
Box 3010
Kamloops, B.C. V2C 5N3
Tel. (604) 828-5292.

DOUGLAS COLLEGE New Westminster, B.C.
Unit: ESL Discipline, Student Services & Developmental Education Dept.

General Description

ELT services at Douglas College are provided by the ESL Discipline unit, a special unit which operates as part of the Student Services and Developmental Education Department. The overall ESL program offered by this unit is quite comprehensive, consisting of a fairly large number of credit (but not university transfer) courses designed to prepare people whose first language is not English for college and university study in English. Courses in general English, pronunciation, conversation, reading, and writing skills are offered, usually at 4 different levels: Lower Intermediate, Upper Intermediate, Advanced, and College Preparatory. A subset of these courses constitutes the ESL **College Preparation Program)** which leads to a Citation of ESL Proficiency indicating that learners are at a high level of skill and ready for post-secondary study at colleges, universities, and institutes; for details see **Courses Offered in Program** below. Students of many different types pursue this College Preparatory Program: foreign visa students (40%), immigrants and refugees who wish to enrol in regular college or university programs (25%), immigrants/ refugees studying English in preparation for employment or for personal improvement (25%), and immigrants/ refugees who are simultaneously enrolled in regular college programs (5-10%); a few Canadian students whose L_1 is not English also attend for various reasons. Classes are offered at the New Westminster campus. The college also arranges special **Contract Programs**, usually in the summer, for foreign students visiting for short periods; **see Courses Offered in Program:** below. An important objective of the College Preparation Program is to prepare students, including foreign visa students, for (1) a wide variety of Academic Transfer courses offered at Douglas College, for transfer to UBC or Simon Fraser University, (2) Business programs at Douglas College, and (3) other career programs (e.g., Nursing, Early Childhood Education). No changes to the overall program are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 11 instructors on regular staff, 4 with perm. status; some different instructors are added in the summer, but others go on holiday so the number does not change appreciably.

Min. Academic Qualif.: BA + training in ESL methodology + some graduate courses in ESL. *Reg. Staff Academic Qualif.:* B-6 (5 in process of completing M.Ed.), M-6.

Prof. Exper.: 3-5 years of ESL teaching exper. normally expected of staff. *Ave. Prof. Exper.*: Perm. staff 10 yrs, regular/ summer staff 7-8 yrs.

Specialization: None in particular.

Resources:

Language Lab: Used for listening practice, recording and self-monitoring by students, pronunciation practice. *Accessibility:* For classes which have a listening component, the lab is available for students to do individual assignments at scheduled times; also drop-in times for extra listening practice with tapes. *Degree of Use*: Extensive (esp. for course assignments; less so for self-study).

ELT Library/Resource Centre: A reading and writing lab contains reference materials. Also, instructors are available at certain times for consultation.

Study Facilities: Within ELT unit, and in other libraries/ study halls in institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Students must attend an assessment session prior to registration; usually a 1-week notice is ample. However, individual foreign students should apply 6 months in advance, in order that all parts of their registration may be processed. To obtain admission to the College, students must provide a TOEFL score, transcripts for the past 3 years, and proof of medical insurance.

Selection/Entrance Criteria: *Education:* High School graduation or equiv. *Age:* High School graduation or 19+ and out of school for 1 year. *Proficiency in English:* Intermediate level required (TOEFL 370 for international students; local assessment tests used to evaluate other students).

Placement Criteria: 4 levels of courses offered in most skill areas: 100 courses - Low Intermediate; 200 courses - Upper Intermediate; 300 courses - Advanced; 400 courses - College Preparatory. Local assessment instruments (not TOEFL scores) are used for placing students at particular levels in courses.

Promotion Criteria: Locally-prepared tests of various types, teacher-specific but based upon the recognized objectives for each course. Other procedures than tests are also used, e.g., achieving a certain standard in a writing assignment or an oral presentation.

Specified English Proficiency Required for Entrance into Regular Courses? Yes. It is recommended that all students complete the Advanced (300) level courses before proceeding on to regular courses. International students must complete 300 level courses prior to entry and 400 level (College Prep.) courses concurrently with regular courses during the first 2 semesters of their regular programs.

Program Information

Duration and Timing: Courses are of 3.5 months (1 semester) duration; offered Jan-Apr, May-Aug, Sept-Dec.

Program Fees: Fees are assessed on a credit basis; a full-time student normally takes 15 credits (5 courses @ 3 credits) per semester. Tuition fee for 15 credits: Can. $345, Foreign $2025. Application Fee: Can. $15, Foreign $50. Student Activity Fee: $23/sem. for all students.

Class Size and Sectioning: *Maximum class sizes* vary with skill area – writing 18, listening/ speaking 20, lower-level reading 22, higher level reading 24. *Sections:* multiple, number flexible.

Type of Student Served by Programs: ESL Program: students have mixed goals – academic/ vocational/ general; some are full-time, some part-time. Summer Contract Programs: full-time, multi-purpose study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

ESL Program *See Placement Criteria above for information about levels; all courses are for 3 credits, but not for University Transfer.*

- General English: ESL 135/235/335/435 ("listening, speaking, reading and writing to use in the community, with friends, at work, and for more education and training")
- Conversation: ESL 155/255/355/455 (conversation and oral skills at different levels)
- Pronunciation: ESL 185 (improving accent through study and practice; phonetic symbols of English sound system and suprasegmentals)
- Reading: ESL 165/265/365/465 (vocabulary, reading comprehension, developing reading speed, reading for academic purposes, etc. – focus varies with level)
- Writing: ESL 175/275/375/475 (grammar & sentence structure, sentence writing & sentence combining, paragraph development, short essays, library & research skills – focus varies with level)
- Listening and Notetaking: ESL 445 (listening skills and note-taking strategies for academic lectures)

Note: The ESL College Preparatory Program leads to the *Citation,* a certificate which attests that the learner is at a high level of skill and ready for post-secondary study in a regular college or university program. To receive this Citation a student must complete ESL 445, 455, 465, and 475.

Summer Contract Programs: These special programs are designed to meet the needs of the groups they serve, so students do not take specific college "courses." Generally these programs focus on useful English and an orientation to the local area and to Canada. However, ESP courses are also offered.

Responsibility for Syllabus: Most ESL courses have a loosely-specified syllabus which the teacher uses mainly as a guideline, although course objectives are stated specifically and instructors develop their courses to meet the objectives. Summer Contract Programs: Usually the syllabus is the teacher's responsibility.

Supplementary Academic Orientation: Yes; provided through cooperation between the ELT unit, the International Education Office, and Counselling Services. Students receive an orientation to the college, advice on course selection, and orientation to the North American academic setting.

Supplementary Cultural Orientation: Yes; provided through cooperation between ELT unit and International Education Office. International students receive orientation to living with a Canadian host family and to Canadian society in general.

Assistance with English Style, Grammar, etc., on Assignments: Provided by ELT unit on a regular basis, through regular office hours and drop-in opportunities in the reading and writing lab.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 1-2 mo.

If a special prog. needed to be designed for them: 3 mo.

For further information write:

Meg Hoppe
Convenor, ESL Discipline

or

Al Atkinson
Director, Student Services
and Developmental Educ.

Douglas College
P.O. Box 2503
New Westminster, B.C. V3L 5B2
Tel. (604) 520-5400

EAST KOOTENAY COMMUNITY COLLEGE, Cranbrook, B.C.
Program: English as a Second Language Program

General Description

A special unit devoted specifically to ELT offers a multi-course ESL program designed to improve the English language skills of visa and immigrant students with a wide range of proficiencies, from absolute beginner to university preparation. Six distinct levels are accommodated:

1. Level 1 is intended for non-speakers or limited speakers of English.
2. Level 2 is for beginners with some writing skills.
3. Level 3 and (Level 4) are for students of intermediate proficiency.
4. Level 5 is for high-intermediate and advanced students.
5. Level 6 is for TOEFL and university preparation.

Approx. 66% of the students enrolled are foreign visa students. Other groups include immigrants or refugees studying English in preparation for employment or for personal improvement (26%) and Canadian students whose L1 is not English (8%). A major purpose of the program is to prepare foreign visa students for undergraduate (not graduate) university work, particularly in the fields of University Transfer and Business Administration. No program changes are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 2 instructors and 1.5 program assistants on regular staff; staff decreases by 2 during summer.

Min. Academic Qualif.: Diploma in Adult Educ.

Staff Academic Qualif.: B-1, Cert. in Teaching-2.

Prof. Exper.: 3 yrs exper. teaching ESL expected of instructors. *Ave. Prof. Exper.:* Perm. staff 5 yrs, entire staff 3.5 yrs, summer staff 4.5 yrs.

Specialization: Yes; *areas of specialization:* Reading (1 teacher), Grammar (1), Oral Communication (2).

Resources:

Language Lab: None.

ELT Library/Resource Centre: ELT unit has its own materials available for students. Also, Learning Resources Centre (serving entire College) has materials in its library for loan.

Study Facilities: Classrooms, assigned tutoring areas.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: 1-3 weeks.

Selection/Entrance Criteria: *Education:* no req. *Age:* 17 up. *Proficiency in English:* no req. *Other:* Availability of space and staffing.

Placement Criteria: 6 levels, as described above. Students are initially placed into levels on the basis of scores on diagnostic tests and interviews (nature unspecified).

Promotion Criteria: (1) Gates-MacGinitie Reading Test (2) Vancouver Community College English Language Assessment (3) Locally-prep. tests of various types, admin. across sections.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; proficiency based on 3 different standardized tests: (1) ABLE II & III (Math and Reading comprehension) (2) TOAL (3) Gates-MacGinitie Test. Assessment for 4 different levels: Fundamental (Grade 8), Intermediate (Grade 10), Advanced (Grade 11), Provincial (Grade 12) ABE. All administration of tests by personnel within vocational unit of College.

Program Information

Duration and Timing: Continuous intake; courses given on demand, with minimum enrolment.

Program Fees: Foreign $2000/semester, Canadian $15.25/week. Additional fees: Materials fee $50/semester, Student Activity Fee $5/sem., Locks $6.

Class Size and Sectioning: *Ave. class size* 10. *Sections* not normally multiple (not enough students); number flexible when necessary.

Type of Student Served by Programs: Full-time, multi-purpose study in ELT unit.

Courses Offered in Program:

- Listening – 4 levels
- Speaking – 4 levels
- Reading – 4 levels
- Vocabulary – 4 levels
- Grammar – 4 levels
- Writing – 4 levels
- Lifeskills – 1 level

Responsibility for Syllabus: Most courses have a fairly well-specified syllabus which the teacher is expected to follow.

Supplementary Academic Orientation: Yes, available from Student Services Department. In particular, (1) The Learning Resources Centre gives study skill support; (2) The Counselling Dept. does academic advising and counselling.

Supplementary Cultural Orientation: Yes, provided by ELT unit. Not really supplementary, as this kind of orientation is contained within Lifeskills course – includes orientation to community and government services, preparation for employment (job search skills, etc.), and health.

Assistance with English Style, Grammar, etc., on Assignments: The ELT unit provides such assistance on a regular basis, as one of its responsibilities.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 2 mo.

If a special prog. needed to be designed for them: 3 mo.

For further information write:

Don Craft
Chairman, Vocational Programs
East Kootenay Community College
Box 8500
Cranbrook, B.C. V1C 5L7
Tel. (604) 489-2751.

or

Vi Lippold
Instructor, ESL
(same address)

FRASER VALLEY COLLEGE, Abbotsford, B.C.
Program: English Language Training Program

General Description

A self-contained ELT unit offers 4 distinct programs to satisfy the ESL needs of a heterogeneous student population: immigrants or refugees preparing for regular academic or vocational courses (45%) or already enrolled in reg. programs (5%); immigrants/ refugees preparing for employment or enrolled for personal improvement (45%); and Canadian students whose L_1 is not English (5%). The 4 programs (with brief descriptions) are

@NUMBERED = **Full-time Day Basic English Program:** (Abbrev. FTD) 1 section; multilevel student population – Beginner to High Intermediate.

1. **Half-time Day Academic English Program:** (HTD) 1 section, 5 courses; multi-level student population, Low Int. to College Prep.
2. **Part-Time Evening Program:** (PTE) 2 courses, (Survival) & (Academic English); classes offered at 3 campuses; all sections broad multilevel.
3. **Volunteer Tutoring Program:** (VT) Approx. 50 tutors; instruction on individual basis; multilevel. Some programs prepare students for undergraduate work in a general way, in a variety of fields (Mechanics, Nursing, Comp. Sci., etc.).

No foreign visa students attend. Some program changes are envisioned in the near future: revision and upgrading of curricula, improved student entry assessment, expanded Volunteer Tutor Program.

ELT Teaching Staff and Resources

Staff: 10 instructors (2 on perm. staff) in reg. session; decr. to 2 during spring/summer.

Min. Academic Qualif.: B.A., some formal ESL training, some linguistics. *Perm. Staff Academic Qualif.:* B.A.-2.

Prof. Exper.: ESL teaching exper. desired but not absolutely necessary; *average experience* – Perm. staff 9 yrs, entire staff 5 yrs, summer staff 9 yrs.

Specialization: None in particular.

Resources:

Language Lab: 20 booths with equipment; lab program not developed.

ELT Library/Resource Centre: Unit has about 6,000 volumes (class sets of around 75 titles).

Study Facilities: Students generally study at home.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Different amounts of notice time required for various programs; times unspecified, but placement generally based upon interview sessions conducted at or a few days before each program begins.

Selection/Entrance Criteria: *Education:* No requirements; all students are accepted, though illiterates are usually channeled into Vol. Tut. Prog. *Age:* 17 up. *Proficiency in English:* No req. *Other:* L_1 not English.

Placement Criteria: Different levels of courses are not offered within programs, but the programs themselves offer placement alternatives. Placement is based upon a placement interview which examines competence in all 4 skills. Very subjective; staff hopes to improve procedures if resources become available.

Promotion Criteria: Students often remain in individual classes for some time, as these offer opportunities for improvement at many levels; achievement based on teachers' subjective evaluations and locally-prepared written tests, section-specific.

Specified English Proficiency Required for Entrance into Regular Courses? Sometimes; varies with department -- some desire recommendation of ELT unit, some do not. Criteria: Mainly locally-prep. tests, esp. "Composition Placement Test" (advisory use only); no standardized tests used.

Program Information

Duration and Timing:

- **FTD** 5-month prog., offered twice yearly: Sept-Jan, Feb-Jun.
- **HTD** 8.5 month prog., Aug-May.
- **PTE** 10-week prog., 5 hrs/wk, offered twice yearly: Sept-Nov, Jan-Mar.
- **VT** Prog. runs 12 months/yr, reduced in summer.

Program Fees: FTD $64.68/4 wks. HTD $64.50/8 wks. PTE $31/10 wks. VT no charge. Student Activity Fee: 8% of tuition.

Class Size and Sectioning: *Ave. class sizes:* FTD 20, HTD 23, PTE 18, VT 1. *Sections:* Multiple sections not generally offered, except for PTE (classes given at different campuses).

Type of Student Served by Programs: FTD: full-time, multi-purpose study in ELT unit. HTD, PTE, VT: part-time, specific or shared academic/ vocational study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

- **FTD:** Basic English (survival English, mainly oral competence).
- **HTD:** 5 courses -- Vocabulary, Pronunciation/Reading, Speaking, Grammar, Writing.
- **PTE:** 2 basic courses -- Basic English (survival Engl.), Academic English (multiskill - Intermed./Advanced English).
- **VT:** Indiv. assistance, generally given to those needing it most.

Responsibility for Syllabus: For FTD, HTD, PTE, courses have a loosely-specified syllabus which the teacher uses mainly as a guideline. In VT prog., syllabus is tutor's responsibility.

Supplementary Academic Orientation: None formally provided; ELT unit provides informal counselling as requested by students.

Supplementary Cultural Orientation: No; cultural information is interwoven in curriculum.

Assistance with English Style, Grammar, etc., on Assignments: Not formally provided; such help given on indiv. basis.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (+15)

If needs could be met within structure of present programs: If space were available (unlikely), no lead time required; it should be noted, though, that Fraser Valley College does not normally accommodate visa students.

If a special program needed to be designed for them: at least 6 mo.

For further information write:

Neil Campbell
ELT Coordinator
Fraser Valley College
33844 King Rd., RR 2
Abbotsford, B.C. V2S 4N2
Tel. (604) 853-7441.

MALASPINA COLLEGE, Nanaimo, B.C.
Centre: English Language Centre

General Description

The English Language Centre, a special unit devoted exclusively to ELT, offers a single **English as a Second Language Program** to a heterogeneous student population: foreign visa students (20%), landed immigrants or refugees studying English in preparation for enrolment in regular academic or vocational programs at Malaspina College or elsewhere (50%), and immigrants/ refugees studying English in preparation for employment or for personal improvement (30%). Study within the program is generally full-time. Each of the 6 program levels consists of courses in the 4 skills and English grammar (see list of courses below). One important objective of the ESL Program is to prepare visa students for undergraduate study, usually in Engineering, Commerce, Computer Science, Aquaculture and Fisheries, Electronics, or trades programs. The ESL Program also prepares international students for graduate studies, though not at Malaspina College; the most common fields of study in this category are Aquaculture & Fisheries and Forestry. A number of changes to the ESL Program are planned for the near future: (1) a major curriculum review and revision, (2) revision of competency statements for each level and exit tests at each level, (3) revision of initial placement test, and (4) the development of an independent learning centre (to be instituted in Sept. 1988). Also, consideration will be given to running a third ESL semester (Apr-Jul) on a regular basis.

ELT Teaching Staff and Resources

Staff: 10 instructors on regular staff, 9 with perm. status; staff increases by about 5 in summer.

Min. Academic Qualif.: B.A. or B.Ed. including or plus applied linguistics courses.

Reg. Staff Academic Qualif.: B-4, M-6.

Prof. Exper.: Instructors are normally expected to have either 2 years experience teaching post-secondary ESL (to adults) or 4 years exper. teaching language arts or another level of ESL. *Ave. Prof. Exper.:* perm. staff 9 yrs, reg. staff 9 yrs, summer staff 8 yrs.

Specialization: Teachers tend to be ELT generalists, but some have particular areas of expertise: testing (1), pronunciation (1), EST (1).

Resources:

Language Lab: Used primarily for listening comprehension and practice in pronunciation, stress, intonation, etc.; some drill. *Accessibility:* All students are assigned 2 hrs/wk lab work as classes. The planned independent learning centre will include a 10-position lab where individual assignments will be performed. *Degree of Use:* extensive.

ELT Library/Resource Centre: An Independent Learning Centre is planned for Sept. 1988; it will include a 10-seat lab, VCR's, and print materials, with a small computer network to be added in Sept. 1989.

Study Facilities: Other libraries or study halls in the institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: 60 days notice will usually guarantee a space; at the 30-day point, some levels may be filled.

Selection/Entrance Criteria: *Education:* Canadian Grade 10 equiv. for foreign students; no req. for others. *Age:* 17 up. *Proficiency in English:* no minimum req., but all international students without TOEFL 575 must write the Malaspina College English Placement Test (grammar, reading, writing, interview) and are assigned a level prior to registration.

Placement Criteria: The ESL Program consists of 6 levels, with students normally studying for 1 semester at each level. Names of levels: Beginner, Intermediate I, Intermediate II, Advanced I, Advanced II, Foundations. Initial placement based on test described above.

Promotion Criteria: (1) standardized tests: ABLE, SLEP, and ELSA are used. (2) locally-prepared tests of various types, across sections. (3) In development stage (as of spring 1988) – oral interview test for implementation in 1988-89 academic year; also holistic marking scale for written compositions (may adopt CCLS scale from St. Mary's Univ.).

Specified English Proficiency Required for Entrance into Regular Courses? Yes; both locally-prepared and standardized tests used. Standardized Tests: (1) TOEFL – 575 req. for admission into academic, career, and technical progs.; admin. by ETS; alternative – successful completion of Foundations ESL level. (2) ABLE English – req. by some vocational progs.; score varies with prog.; admin. by admitting programs; alternative – successful completion of Advanced II ESL level.

Program Information

Duration and Timing: 4-month semesters, with students normally completing one ESL level per semester; offered Sept-Dec & Jan-Apr regularly, and Apr-Jul on demand.

Program Fees: Can. students $125/semester, Foreign $2200/sem. Single course tuition: Can. $25, Foreign $440. Student Activity Fee $36/sem; Application Fee: Can. $10, Foreign $50.

Class Size and Sectioning: *Ave. Class Size* 18 (usual max. 20). *Sections:* Multiple; number flexible.

Type of Student Served by Programs: Full-time, multi-purpose study in ELT unit; the 2 highest levels of the program can be considered EAP, so study at these levels tends to be full-time, pre-academic.

Courses Offered in Program:

Reading & Study Skills – 6 levels

Writing – 6 levels

Grammar – 6 levels

Listening/Speaking – 6 levels

Idioms & Conversation – 6 levels

Responsibility for Syllabus: Most courses have a fairly well-specified syllabus which the teacher is expected to follow.

Supplementary Academic Orientation: Yes; International Student Advisor provides one-to-one information/ counselling on academic programs, course selection, and transfer to other institutions (under Univ. Transfer Prog.).

Supplementary Cultural Orientation: Yes; International Student Advisor is responsible for services. Students are provided with a handbook and 2-day workshop on such topics as food, accommodation, transportation, and culture shock; I.S. Advisor is available on an on-going basis to answer questions and deal with problems.

Assistance with English Style, Grammar, etc., on Assignments: A writing clinic is available on an on-going basis; provided by English Dept.

Past Experience with CIDA-Sponsored Students

Approx. 37 CIDA-sponsored students from a variety of countries have attended the college on an individual basis over the past 5 years. These students have studied in a number of different fields. In 1987/88, for example, 2 students from Thailand were enrolled in Aquaculture/ESL programs (one preparing for graduate study at UBC). Both of these students required instruction in the ELT unit. Also, 5 groups of CIDA-sponsored foreign students, all requiring instruction in the ELT unit, have attended the college over the past 5 years:

1. 3 groups of approx. 10 students each from People's Republic of China pursued technical interpreter training programs for 6 months at Malaspina and the remainder of their programs at Simon Fraser Univ.; sponsored by WUSC (probably).
2. 1 group of 5 students from P.R.C. studying Forestry spent 1 semester at Malaspina in preparation for graduate study at some Can. univ.; sponsored by WUSC.
3. 1 group of 4 students from Indonesia followed a trades instructor upgrading program; spent 6 months at Malaspina; sponsored by a provincial agency.

No special ELT programs were created to accommodate these students. They have received some special treatment, however, with regard to the satisfying of English proficiency prerequisites for entrance into the college's academic/ vocational programs; in particular, the TOEFL 575 requirement was waived in some cases. Further comment regarding CIDA-sponsored foreign students: Executing agencies often try to avoid English proficiency prerequisites which might prove an obstacle for individual students; this may save time and money, but the practice is often to the detriment of these students.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 30 days ideally; 14 days minimum.

If a special prog. needed to be designed for them: 60 days ideally; 30 days minimum, although this would vary depending on the extent of the program required.

For further information write:

Brian Colby
Coordinator, English Language Centre
Malaspina College
900 5th St.
Nanaimo, B.C. V9R 5S5
Tel. (604) 753-3245, local 495.

COLLEGE OF NEW CALEDONIA, Prince George, B.C.
Department: Adult Basic Education Department

General Description

ELT services at the College of New Caledonia are provided by the Adult Basic Education (ABE) Department, which has other responsibilities as well. All Students requiring ESL instruction at the college are immigrants or refugees studying English in preparation for employment, in preparation for future college study, or for other reasons. Two programs are suitable for these students.

1. **ELT Program:** A full-time (30 hrs/wk), 6-month program for students sponsored by CEIC. This program is designed for beginners in ELT, though students of varying proficiencies actually attend. (Note: the descriptions below pertain mainly to this program.)
2. **ABE Level 010 English:** A more advanced English program which accommodates native as well as non-native speakers who need to upgrade their language skills. Some students enter ABE 010 after completing the ELT program.

No foreign visa students attend. No changes to these programs are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 4 instructors on regular staff, 2 with perm. status; staff decreases by 2 in summer.

Min. Academic Qualif.: For perm. staff, B.A. or B.Ed.

Perm. Staff Academic Qualif.: B-2, M-1.

Ave. Prof. Exper.: Perm. staff 13 yrs, regular staff 9 yrs, summer staff 11 yrs.

Specialization: None in particular.

Resources:

Language Lab: None.

ELT Library/Resource Centre: None.

Study Facilities: Within ELT unit, in classrooms.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Three 6-month ELT courses are offered each year, with intake in Sept, Nov, and Mar.

Selection/Entrance Criteria: *Education:* no req. *Age*: 18 up. *Proficiency in English:* For ELT program, students must be able to write the letters of the English alphabet and name the letters.

Placement Criteria: ELT classes are called "beginner," but in fact they are multi-level and all students must be accommodated by the instructor. No placement criteria, as all incoming students are placed in this single program.

Promotion Criteria: None.

Specified English Proficiency Required for Entrance into Regular Courses? For entrance into ABE 010, a locally-prepared placement test is given. Standardized reading tests (Gates) are given during the course to measure reading levels – 6.0 is required for entrance into ABE Level 020. [Note: other College programs have their own placement tests.]

Program Information

Duration and Timing: ELT Program: 6 month duration; offered 3 times yearly -- Sept-Feb, Nov-Apr, Mar-Aug.

Program Fees: $210/6 months; most students are CBIE-sponsored.

Class Size and Sectioning: *Ave. Class Size* 16. Single *sections* in each session; number not flexible.

Type of Student Served by Programs: Full-time, multi-purpose study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

ELT Program (Introduction to speaking, reading, and writing English)

Responsibility for Syllabus: Most courses have a loosely-specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic Orientation: None offered.

Supplementary Cultural Orientation: Not formally provided, although some orientation of this type may be included as part of the regular program.

Assistance with English Style, Grammar, etc., on Assignments: Available from some other department in the institution.

Past Experience with CIDA-Sponsored Students:

None; N/A.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: N/A.

If a special prog. needed to be designed for them: N/A.

For further information write:

Mary Ann Tierney
Instructor, ELT
College of New Caledonia
3320 - 22nd Ave.
Prince George, B.C. V2N 1P8
Tel. (604) 562-2131, loc. 222.

NORTH ISLAND COLLEGE, Campbell River, B.C.
Program: English as a Second Language

General Description

A self-contained ELT unit offers a continuous-intake program designed to assist adults whose native language is not English to improve their English skills. The vast majority of students are landed immigrants or refugees who wish to study English in preparation for employment or for personal improvement (85%). Smaller groups include I/R's who are (5%), or wish to be (5%), regular students at the institution, and Canadian students whose L_1 is not English (5%). The program is formally a 3-level one, with levels labelled ESL 010 (Beginner), 011 (Intermediate), and 012 (Advanced), but in practice all students are generally grouped together in 010. Every effort is made to give students individual attention and satisfy their language-learning needs in a flexible, holistic, and functionally-oriented fashion. No visa students attend. No major changes to the program are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: Two instructors, 1 perm. staff and one officially classified as part-time; most instruction handled by the part-time teacher, with the perm. staff member engaged primarily in supervisory work. No summer program, so staff numbers N/A.

Min. Academic Qualif.: B.A. + TESL Cert.

Perm. Staff Academic Qualif.: B.A. (Engl. Lang. & Lit.) + Diploma in Applied Ling.

Prof. Exper.: Average 8 yrs for staff of 2.

Specialization: None in particular.

Resources:

Language Lab: None.

ELT Library/Resource Centre: Yes; contains vocab.-graded readers, a good supply of different exercise books and tapes, and a language master.

Study Facilities: Within ELT unit.

A-V Centre: Shared with other departments, although the ELT unit has some eqpt. of its own.

Student Placement and Evaluation

Notice Time for Prog. Entry: No notice time required; continuous intake Sept-Jun.

Selection/Entrance Criteria: All applicants (Can. citizens or landed immigrants with L_1 other than English) accepted; no entrance criteria relating to education, age, or proficiency in English.

Placement Criteria: The 3 levels (Beginner, Int., Adv.) are frequently combined into one multi-level group and work together. Under this arrangement, no formal testing is necessary for placement. Instructor/student interviews, on an informal basis, assist students to find, and work on, relevant materials.

Promotion Criteria: None. The program is very fluid -- it always focuses on moving individual students ahead and meeting their language needs. Because the program is small, instructors have the time to centre on individual students, not needing to draw very clear boundaries. Although instructors refer to 3 levels in interpersonal discussions, they seldom use this terminology when conversing with students.

Specified English Proficiency Required for Entrance into Regular Courses? Yes. Both locally-prepared and standardized tests are used; requirements vary depending on program of entry. Standardized test: CAT (level 18) is sometimes used, along with a diagnostic essay; admin. locally by Adult Basic Education (ABE) specialist.

Program Information

Duration and Timing: Continuous intake, Sept-Jun. No summer program, though there could be if numbers (about 12 needed) permitted it.

Program Fees: $21/month; no additional fees.

Class Size and Sectioning: *Ave. class size* 15 (10-20). Varies considerably from time to time. *Sections:* Multiple when necessary; number flexible.

Type of Student Served by Programs: Part-time, specific study in ELT unit, except for a small no. of students simultaneously enrolled in regular programs.

Courses Offered in Program: (Content/Focus in Parentheses)

- ESL 010 (All English language skills, fairly functional orientation).
- The other levels, 011 and 012, have similar content, as students at these levels tend to be grouped with the 010 level.

Responsibility for Syllabus: Indiv. teachers. The course syllabus is a very functional one, appropriate to the situation and never pre-set. Every effort is made to encourage open communication with students and assist them to move where they want to move.

Supplementary Academic Orientation: Provided by ESL instructor in cooperation with ABE and other instructors. Topics: Introduction of students to Academic Learning Centre (resource centre) and to brochures, flyers, and calendars.

Supplementary Cultural Orientation: Provided by ELT unit. Activities: field trips, cooking workshops, parties, guest speakers, films/videos, newspapers, etc.

Assistance with English Style, Grammar, etc., on Assignments: Provided on a regular basis by ELT unit, as one of its responsibilities.

Past Experience with CIDA-Sponsored Students:

None.

For further information write:

Wayne Langman
ABE Tutor/Instructor
North Island College
1480 Elm St.
Campbell River, B.C. V9W 3A6
Tel. (604) 287-2181.

NORTHERN LIGHTS COLLEGE, Dawson Creek, B.C.
Program: English as a Second Language Program

General Description

ELT services at Northern Lights College are offered by the Adult Special Education Department, which operates basically as an Adult Learning Centre providing other kinds of student support services as well. A single ESL program is offered at three different campuses: Dawson Creek, Chetwynd, and Fort St. John. The program consists of courses at 3 distinct levels (beginner, intermediate, advanced). It is intended for anyone whose L1 is not English -- long-time residents, native Canadians, new immigrants, and refugees; also, ESL support is given to international students enrolled in regular programs. About 70% of those who enrol in the program are immigrants or refugees who wish to study English in preparation for employment, for personal improvement, or for other reasons. The remainder are Canadian students whose L1 is not English (29%) and a few foreign visa students (1%). Preparing visa students for graduate or undergraduate study is not a responsibility of this program. No changes to the program are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 4 instructors on regular staff, all with perm. status; no variation in summer.

Min. Academic Qualif.: Bachelor's degree.

Perm. Staff Academic Qualif.: Cert. TESL-1, B-1, B.C. Teaching Cert. (Professional)-2.

Prof. Exper.: 2-3 years teaching experience normally accepted (or undergrad. degree). *Ave. Prof. Exper.:* Entire staff -- 5 years.

Specialization: None in particular.

Resources:

Language Lab: None.

ELT Library/Resource Centre: None.

Study Facilities: Within ELT unit, in classrooms.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Continuous intake program -- new students are accepted at the beginning of each month.

Selection/Entrance Criteria: *Education:* no req. *Age:* adults. *Proficiency in English:* no req. Students are given a basic reading/ writing test on entrance, for placement purposes.

Placement Criteria: 3-level program: beginner (basic literacy -- functional language integrating reading and writing), intermediate (expanding skills with more emphasis on grammar, spelling, and pronunciation), and advanced. Placement test: described above (given on entrance).

Promotion Criteria: Locally-prepared tests of various types, teacher-specific.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; VCCELA used to evaluate students' proficiency. Required scores: information not avail. Administration: local, but interpretation done in Vancouver.

Program Information

Duration and Timing: 10-month program, continuous intake; 2 sessions (Sept-Dec, Jan-Jun).

Program Fees: $60/month; Student Activity Fee $5.

Class Size and Sectioning: *Average Class Size* 10. *Sections:* multiple; number flexible.

Type of Student Served by Programs: Mainly part-time, specific study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

Beginner Level Course (speaking, listening, reading, writing)

Intermediate Level Course (speaking, listening, reading, writing)

Advanced Level Course (speaking, listening, reading, writing; study skills appropriate for college entry level)

Responsibility for Syllabus: Most courses have a loosely-specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic Orientation: Not formally provided, although teachers may occasionally help students on an occasional basis.

Supplementary Cultural Orientation: Not formally provided.

Assistance with English Style, Grammar, etc., on Assignments: Often available from ELT unit, though not yet on a formalized basis.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present prog.: 8 wks.

If a special prog. needed to be designed for them: 12 wks.

For further information write:

Maggie Richardson
Senior Instructor, Adult Special Education
Northern Lights College
11401 8th Street
Dawson Creek, B.C. V1G 4G2
Tel. (604) 782-5251, local 323.

NORTHWEST COMMUNITY COLLEGE, Terrace, B.C.
Program: ESL Program

General Description

The ELT unit at Northwest Community College operates as part of the Adult Basic Education Department. One full-time ESL Program is offered at 3 levels: Beginner, Intermediate, and Advanced. (A "Multilevel" program is also offered, but no details are available about this.) About 35% of the students who enrol in the various levels are foreign visa students, and about 40% are immigrants or refugees who wish to be enrolled as regular students in the institution. The remainder are immigrants or refugees studying English in preparation for employment or for personal improvement (20%) and Canadian students whose first language is not English (5%). One purpose of the program is to prepare foreign visa students for undergraduate college work, particularly in Business and University Transfer programs. Plans are under way (April 1988) to expand the program to accommodate more international (visa) students.

ELT Teaching Staff and Resources

Staff: 9 instructors on regular staff, 5 with perm. status; staff decreases by approx. half in summer.

Min. Academic Qualif.: Degree + teaching credentials.

Perm. Staff Academic Qualif.: B-3, M-2.

Prof. Exper.: 3-5 years ESL teaching experience usually expected of staff. *Ave. Prof. Exper.:* Perm. staff 8 yrs, regular staff 6 yrs, summer staff -- information not avail.

Specialization: None in particular.

Resources:

Language Lab: Yes; specific information not available.

ELT Library/Resource Centre: Yes.

Study Facilities: Other libraries and study halls in institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Continuous intake and exit; no notice time required.

Selection/Entrance Criteria: *Education:* no req. *Age:* 17 up. *Proficiency in English:* no req.

Placement Criteria: 3 levels in program (Beginner, Intermediate, Advanced); reading, writing, and speaking instruction included in each level -- students move to next level when proficient. Placement criteria -- information not available.

Promotion Criteria: Locally-prepared tests of various types, both teacher-specific and across sections.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; readiness determined mainly by locally-prepared tests of various kinds.

Program Information

Duration and Timing: Students normally spend 6 months in program. Offered during the months Sept-Dec & Jan-Apr.

Program Fees: Canadian students $0.40 per student hour; Foreign students - rates are presently being determined. Book deposit $25.

Class Size and Sectioning: *Ave. Class Size* 12. *Sections* multiple, number flexible.

Type of Student Served by Program: Full-time, multi-purpose study in ELT unit.

Courses Offered in Program: 3 levels of program; each level includes

- ESL Reading

- ESL Writing
- ESL Speaking

Responsibility for Syllabus: Usually the syllabus is the teacher's responsibility.

Supplementary Academic Orientation: Yes; ELT unit provides a full college orientation.

Supplementary Cultural Orientation: The ELT unit is currently developing a cultural orientation module.

Assistance with English Style, Grammar, etc., on Assignments: Provided by the ELT unit on a regular basis, as one of its responsibilities.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present prog.: 2 wks.

If a special prog. needed to be designed for them: 1 month

For further information write:

John Noonan
Director
Adult Basic and International Education Programs
Northwest Community College
5331 McConnell Ave.
Terrace, B.C. V8G 4C2
Tel. (604) 635-6511, loc. 242.

OKANAGAN COLLEGE, Kelowna, B.C.
Program: International Education Program, ESL Department

General Description

An ELT unit, self-contained though operating under the general umbrella of the Division of Developmental Programs, offers three distinct ESL programs, summarized as follows:

1. **CEIC-Sponsored ESL Program (CEICP):** Beginner-level classes mainly for immigrants or refugees preparing for employment or seeking personal improvement (80%); also accommodates I/R's with reg. student status (10%) and Canadians whose L_1 is not English (10%).
2. **International Education Program (IEP):** Offers training in English for Academic Purposes, a 5-level program for post-secondary students, to a heterogeneous student pop.: foreign visa students (57%), CBIE contracts (20%), I/R's with various goals (19%), Can. with L_1 not English (4%).
3. **International Seminars (IS):** Short-term "immersion" or "study tour" programs in Canadian settings, arranged for the benefit of foreign visa students (100%).

The IEP in particular prepares students for undergraduate study in a variety of fields (e.g., Business, Engineering, Health Sci., Comp. Sci., Fine Arts, Sciences). No changes to the program are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 8 instructors (3 perm. staff) in reg. session; decreases to about 4 in spring/summer.

Min. Academic Qualif.: Bach. deg. + teaching cert.

Perm. Staff Academic Qualif.: B-2, M-1.

Prof. Exper.: 3 yrs teaching experience required. *Ave. Exper.*-- Perm. staff 9 yrs, entire staff 10 yrs, summer staff 9 yrs.

Specialization: None in particular.

Resources:

Language Lab: Used for pronunciation practice and recording of student practice tapes. *Accessibility:* Used mainly by IE classes. *Degree of Use*: Fair.

ELT Library/Resource Centre: None.

Study Facilities: Within ELT unit – classrooms and study rooms.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: CEICP - None req. IEP - Prefer 2 wks for pre-testing, registration, etc. IS - several months.

Selection/Entrance Criteria: (For CEICP) *Education:* No req. *Age:* 17 and up. *Prof. in English:* None req.

Placement Criteria: Within IEP, students do not move upwards from one course to another but from one general level to another – the program uses an integrated or "holistic" approach to grouping. Placement test admin. on arrival (type unspec.).

Promotion Criteria: In IEP, mainly locally-prep. written tests of various types (teacher-specific) and assessment based on results of instructor-prep. assignments, etc., as well as observed progress and effort/involvement.

Specified English Proficiency Required for Entrance into Regular Courses? Yes. Mainly locally-prep. tests are used, but students may choose to write TOEFL by their own arrangement and submit a required entrance score. TOEFL admin. externally, 550 + required. Also used: Van. Comm. Coll. Lang. Assessment Test (stand. test) admin. locally, 145 + req.

Program Information

Duration and Timing: CEICP: programs last about 5 mo., but variable – determined by CEIC. No set dates. IEP: Each term 4 mo., Sept-Dec, Jan-Apr, May-Aug. IS: Tours usually last 5-6 wks; dates variable.

Program Fees: CEICP: No charge, CEIC-sponsored. IEP: Can. $300/term, based on No. of hrs per class day; Foreign students $2000-2500/term. Stud. Activity Fee: $13/term. IS: Fees variable, dep. on length of seminar.

Class Size and Sectioning: *Ave. Class sizes:* CEICP 14, IEP 14, IS 15. In IEP and IS, multiple sections with number flexible; for CEICP, single sections, number not flexible.

Type of Student Served by Programs: CEICP: Full-time, multi-purpose study in ELT unit. IEP: Levels 01,02 – Full-time, multi-purpose study in ELT unit; Levels 03,04,05 – Part-time, shared academic/voc. study in ELT unit. IS: Temporary visiting students (visa).

Courses Offered in Program: (Content/Focus in Parentheses)

- **CEICP:** One-course program for new arrivals to Canada (Orientation to Canadian life, survival vocab., job-search techniques, basic grammar and writing).
- **IEP:** International Educ. 01 and Int. Educ. 02 (Major- pronun., vocab., listening, speaking; Minor-reading, grammar). Int.Educ. 03 (Major- listening, speaking, vocab.; Minor-reading, writing skills). Int.Educ. 04 (Major-reading, writing, vocab., grammar; Minor- listening, speaking). Int.Educ. 05 (Major- writing, reading, grammar, vocab., study skills; Minor-listening, speaking).
- **IS:** Seminars designed for cultural and language immersion; oral focus.

Resp. for Syllabus: Most courses (all programs) have a loosely-specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic Orientation: Provided by both ELT unit and Int. Educ. Coordinator's Office (counselling). In-class study-skills instruction; orientation to community, college, and related facilities; counselling about course selection, registration, etc.

Supplementary Cultural Orientation: Provided by both ELT unit and Int. Educ. Coord. Office. Tours, visits to various cult. facilities, commercial est., recreational areas and fac.

Assistance with English Style, Grammar, etc., on Assignments: Provided by ELT unit on a regular basis.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of foreign Student Groups (+ 15)

If needs could be met within structure of present programs: 2 wks.

If a special prog. needed to be designed for them: 1 month.

For further information write:

Barbara Bowmar
Dean of Developmental Programs
Okanagan College
1000 KLO Road
Kelowna, B.C. V1Y 4X8
Tel. (604) 762-5445 (local 413).

SELKIRK COLLEGE, Castlegar, B.C.
Department: International Education Department

General Description

The ELT unit at Selkirk College is part of the International Education Department, which also arranges language/ culture/ recreation courses for visiting international students and provides homestay accommodation for all international students who desire it. Two separate ELT programs are offered, as follows.

1. **English as a Second Language (EASL) Program:** A set of part-time ELT courses at 3 levels (beginner, intermediate, & college prep.) covering all the basic skills including grammar and vocabulary. These courses are intended for students who are enrolled in, or planning to enrol in, regular college programs such as University Transfer or Career/ Technical, with Engineering, Business, and the Sciences being the major fields of entry. The courses serve foreign visa (international) students (90%), landed immigrants (6%), and Canadian students whose first language is not English (4%).
2. **English for Tours (Tour Groups):** Short-term ESL programs for groups of visiting international students (100%), usually consisting of cultural tours plus half-time ESL instruction combined in sessions lasting from 2 to 6 weeks.

It should be noted that the Adult Basic Education Departments at Selkirk College's other campuses provide some ESL instruction to Canadian citizens and landed immigrants, though not to international students; these programs are not the responsibility of the ELT unit described in this entry. The unit described here is still in the formative stage, so changes are ongoing.

ELT Teaching Staff and Resources

Staff: 4 instructors on regular staff; some summer variation (unspecified).

Min. Academic Qualif.: Bachelor's degree + ESL training (or exper.).

Perm. Staff Academic Qualif.: B-4 (plus ESL and/or special education courses).

Ave. Prof. Exper.: Regular staff 5 yrs.

Specialization: None in particular.

Resources:

Language Lab: Used for listening comprehension. Accessibility: Used by classes in EASL Program. Degree of Use: Fair; approx. 10% of class time at upper levels.

ELT Library/Resource Centre: None.

Study Facilities: Other libraries/ study halls in institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: EASL Program: International students are advised to apply at least 3 months before start of classes so that all the necessary processing of documents can be completed. Tour Groups: 3-6 months notice req.

Selection/Entrance Criteria: Education: Completion of British Columbia Grade 10 or equiv. Age: 17 up. Proficiency in English: No req., as beginning students are accommodated by EASL Program.

Placement Criteria: 3 levels in EASL Program: EASL 01 - Beginner English skills; EASL 02/03 - Intermediate skills; EASL 49/50 - Advanced/ College Prep. skills (equiv. to B.C. Grade 10 & 11). Testing on intake determines placement: (1) Diagnostic testing (grammar, reading skill); (2) Interview (oral skills, personal background, interests); (3) Composition (writing skills).

Promotion Criteria: (1) Locally-prepared tests of various types, both teacher-specific and across sections. (2) Oral proficiency tests.

Specified English Proficiency Required for Entrance into Regular Courses? Yes. Students in the EASL Program are allowed to take a number of other (regular) college courses, depending on their EASL level, as follows: EASL 01 – 0 regular courses; EASL 02 – 1 course; EASL 03 – 2 courses; EASL 49/50 – 3 courses. A student's EASL level is determined locally, by ELT unit. For full admission to regular College programs, TOEFL 540 required.

Program Information

Duration and Timing: EASL Program: 4-month semesters, Sept-Dec, Jan-Apr, May-Jul. Tour Groups: Duration & times vary with group.

Program Fees: EASL Program (full-time study: Canadian students $160/semester, Foreign $2000/sem. Book Deposit $75; Student Activity Fee $16; Student Society Fee $17.50; Homestay Accommodation $375-400/month; Medical $300/year; Books & Supplies $250-450/year.

Class Size and Sectioning: *Ave. Class Sizes:* EASL 10, Tours 15. *Sections:* Single (multiple not necessary); flexibility not required.

Type of Student Served by Programs: Part-time, shared academic/ vocational study in ELT unit. Tour Groups: Tour + half-time ELT (approx.)

Courses Offered in Program: (Content/Focus in Parentheses)

EASL Program

(All courses contain instruction in reading, writing, grammar, listening, speaking, and vocabulary.)

- EASL 01 - Beginner
- EASL 02 - Low Intermediate
- EASL 03 - High Intermediate
- EASL 49 - College Prep. (ESL for Academic Purposes)
- EASL 50 - College Prep. (ESL for Academic Purposes)

ESL for Tour Groups

Conversational English (functional English)

Responsibility for Syllabus: EASL Program: Most courses have a fairly well-specified syllabus which the teacher is expected to follow. Tour Groups: Courses have a loosely-specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic Orientation: Yes; task shared by ELT unit, Counselling/ Student Services, & English Dept. Orientation includes course counselling & timetabling, study skills instruction, career counselling. (ELT unit provides orientation for students with lower-level language skills; as English improves, students are increasingly referred to other departments.)

Supplementary Cultural Orientation: Yes; provided by ELT unit and Counselling Dept. Orientation includes guest speakers, tours, recreational activities, counselling, visits to various community service agencies (medical, financial, etc.), and social events. Participating departments also arrange for student tutors or cultural assistants to work with ESL students individually.

Assistance with English Style, Grammar, etc., on Assignments: Such help is sometimes available from other departments at the college.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 3-4 mo.

If a special prog. needed to be designed for them: 6 mo.

For further information write:

John Armstrong
International Education Department
Selkirk College
Box 1200
Castlegar, B.C. V1N 3J1
Tel. (604) 365-7292, local 345.

VANCOUVER COMMUNITY COLLEGE, Vancouver, B.C.
Department: English Language Skills Department

General Description

ELT services are provided by several departments at Vancouver Community College.

- The English Language Skills (ELS) Department offers (1) General Proficiency ESL courses at various levels from Beginner to Advanced, and (2) Special Skills courses (in intensive reading, writing, listening/ speaking, and pronunciation) for students at higher levels. About 91% of the students enrolled in these courses are immigrants or refugees studying English for various purposes, and 9% are foreign visa students.
- The ESL Half-Time Department offers a series of courses designed to give students the opportunity to upgrade their English skills so that they can function more effectively in the English-speaking community or enter post-secondary vocational, academic, or technical programs. Classes are part-time, normally 12.5 hrs/wk (days) or 12 hrs/wk (evenings); 7 levels of courses ranging from Lower Beginner to Upper Advanced are offered.
- The college also offers a program of English Language Training for International Visitors/ Tourists, consisting of part-time courses at 3 levels (Beginner, Intermediate, Advanced). Special skills classes (reading, writing, listening/ speaking) are available for upper-level students.

Most of the information below pertains to the ELS Department, as details about the other departments and programs were not available at the time of printing of this survey. The ELS Department is concerned to some extent with preparing foreign visa students for undergraduate academic or vocational work. No changes to the ELS program are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 55 instructors on regular staff, most with perm. status; this number decreases by about half during the summer, although the program runs year-round.

Min. Academic Qualif.: B.A. + methodology course in ESL

Perm. Staff Academic Qualif.: B-about 25% of staff; M-about 75% of staff.

Prof. Exper.: 2 years exper. teaching ESL normally expected of staff. *Ave. Prof. Exper.:* Perm. staff 15 yrs, regular/summer staff 12 yrs.

Specialization: Yes; pronunciation (1 teacher), reading (6), writing (8), listening/speaking (4), vocabulary (1).

Resources:

Language Lab: Used for pronunciation and structure. *Accessibility:* All students in whole-class situations do lab work; individual students also attend in supervised (by lab assistant) situations. *Degree of Use:* Extensive; the lab is regarded as an extension of the classroom and is fully booked.

ELT Library/Resource Centre: No, but the regular library has fairly good holdings for ESL students. The ELT unit has a resource room for teachers.

Study Facilities: Other libraries/ study halls in institution, and in classrooms at breaks.

A-V Centre: Shared with other departments, but for convenience some equipment is housed in the department Resource Room.

Student Placement and Evaluation

Notice Time for Prog. Entry: All students are assessed for language proficiency prior to registration. Assessments are booked 2 weeks in advance; after assessment, students come to registration with results & fees and are registered, space permitting.

Selection/Entrance Criteria: *Education and Age:* no req. *Proficiency in English:* no req., but proficiency is carefully assessed prior to registration (for placement purposes) by means of a combination of interview and written tests.

Placement Criteria: 7 levels: Lower Beginner, Upper Beginner, Pre-Intermediate, Lower Intermediate, Upper Intermediate, Lower Advanced, Upper Advanced. Students progress from level to level depending on their performance on in-class and final exams in the areas of listening, speaking, reading, writing, and structure (see **Promotion Criteria** below). No formal exams are given at the Lower Beginner level.

Placement Criteria: pre-registration assessment tests discussed above.

Promotion Criteria: Thorough evaluation in the following areas: (1) Composition (50% exam composition, 50% in-class comp.) (2) Speaking (50% exam interview, 50% in-class performance) (3) Listening (locally-prep. or commercial tests, dep. on level, given as exam for 100% of grade) (4) Reading (commercial tests given as exams, for 100% of grade; in particular, Gates-McGinitie Reading Test used for upper levels) (5) Structure (Structure Proficiency tests created by department, revised and normed in 1987, are used as exam for 50%; other 50% in-class work).

Specified English Proficiency Required for Entrance into Regular Courses? Yes; both locally-prepared and standardized tests are used. Standardized/ Commercial tests: (1) SLEP -- 68 req. for entry to college Prep. English Dept. (2) Gates-McGinitie -- 47 on E-form req. for entry to Prep. English Dept.

Program Information

Duration and Timing: ELS courses are offered in 3 terms of different durations: Sept-Dec, Jan-Mar, Apr-Jun.

Program Fees: Foreign students: $4600 for full-time studies for 8 mo. Can. students: tuition $1.10/hr for courses, or $183 for 3-month term; $210 for a cost-recovery (non-base-budget funded) summer term (12.5 hrs/wk). All students: Student Activity Fee $4.00/term.

Class Size and Sectioning: *Ave. Class Size* 20. *Sections:* multiple, number flexible.

Type of Student Served by Programs: Mainly part-time, specific study in ELT unit.

Courses Offered in Program:

English Language Skills Program)

- General Proficiency -- 5 levels (Beginner-Advanced)
- Intensive Writing -- 1 level
- Intensive Reading -- 1 level
- Intensive Listening & Speaking -- 1 level
- Intermediate Pronunciation & Conversation -- 1 level
- Improve Your Pronunciation -- 1 level

Responsibility for Syllabus: Most courses have a fairly well-specified syllabus which the teacher is expected to follow.

Supplementary Academic Orientation: Yes; the International Education Unit provides students with life skills information, assistance with course selection, and information about universities in Canada.

Supplementary Cultural Orientation: Yes. The International Education Unit and the ELS Dept. cooperate to provide foreign students with large group orientation meetings, field trips, etc.; also, cultural orientation is part of class discussions.

Assistance with English Style, Grammar, etc., on Assignments: Such help is normally available from the college Learning Centre.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: At present there are 7 full-time classes that are exclusively for foreign students, so 15+ could probably be accommodated.

If a special prog. needed to be designed for them: Specific information not available. Special programs have been created in the past, for the classes mentioned above.

For further information write:

Mirian Bennett
Division Chairman, ESL
Vancouver Community College
1155 East Broadway
Box 24620, Station C
Vancouver, B.C. V5T 4N3
Tel. (604) 875-6111, loc. 730.

ALBERTA

UNIVERSITY OF ALBERTA, Edmonton, Alta.
Dept./Program: Faculty of Extension, English Language Program

General Description

An ELT unit called the English Language Program, a division of the Faculty of Extension, offers two separate programs to meet the English-learning needs of a heterogeneous student population.

1. **Evening Program:** A part-time evening program focusing on general ESL, EAP, and ESP. It consists of a large number of distinct courses designed for low-intermediate to very advanced students, in the following categories: foreign visa students (45%), immigrants/refugees studying English for future academic study, employment purposes, or personal improvement (25%), Canadian students whose L1 is not English (30%). Students take 40 hours of courses each 2.5 month session (4 hrs/wk).
2. **Intensive Day Program:** A full-time day program focusing on general ESL and EAP, consisting of 200 course-hours per 2.5 month session (20 hrs/wk). This program is designed for all levels of student, basic to very advanced. Taken by visa students and immigrants studying English for academic and professional purposes.

The programs are intended, at least in part, to prepare students for both undergraduate and graduate study at the University of Alberta, mainly in Engineering, the Sciences, and Arts. No changes to the program are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 22 instructors, all perm. staff; no variation in summer.

Min. Academic Qualif.: Bach. Deg. + Cert. in TESL (or) Grad. Diploma with a concentration in TESL

Perm. Staff Academic Qualif.: TESL Cert. or training required of all; academic degrees -- B-19 (4 currently finishing M.A. or M.Ed.), M-3.

Prof. Exper.: No teaching exper. req.; *Ave. prof. exper.* -- Perm. staff 5 yrs (summer staff same).

Specialization: Yes; writing courses (7 instructors), pronunciation (1 - speech pathologist), reading (3), TOEFL/Michigan Test preparation (3).

Resources:

Language Lab: Used for Pronunciation course. *Accessibility:* Pronun. course; also, private use possible if students pay $5.00 user fee. *Degree of use:* Extensive (for Pronun. course).

ELT Library/Rescurce Centre: Yes, of modest size.

Study Facilities: Other libraries and/or study halls within the institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Placement tests are admin. 2-3 weeks before the beginning of classes.

Selection/Entrance Criteria: *Education:* no req. *Age:* generally 18 up. *Prof. in English:* Evening Prog. -- low-int. to adv. Intensive Day Prog. -- absolute beginner to adv. Other: student visas where necessary; expectation that students will work hard and complete all assignments.

Placement Criteria: Students are recommended for other courses depending upon their results (exams and assignments). The courses themselves represent different levels (see Courses info. below). 4 basic criteria for initial placement: (1) Non-secure Michigan Exam (Reading) (2) Listening Comprehension Test (locally-prep.) (3) Short Composition (4) Interview (in intensive day classes only).

Promotion Criteria: (1) Locally-prep. tests and exams (50% of grade) -- teacher specific, though first drafts of final exams must be presented to ELT unit admin. for suggestions, etc. (2) Assignments (50% of grade). Note: Students are asked to repeat a course if the grades are insufficient for promotion to the next course/level.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; both locally-prep. and standardized tests are used. Locally-Prep.: Writing Competency Test – req. of all first year undergrad. students. Standardized Tests: (1) TOEFL – 580 req. for undergrad. study, 550 + for grad. study (varies with dept.); admin. by Registrar's Office, Univ. of Alta. (2) Michigan Test – 90 req. for undergrad. study, 85 for grad. study; admin. locally, by ELT unit.

Specified English Prof. Req. for Acceptance into Graduate Programs? Yes; see above. Consultation source: both ELT unit and relevant academic department. All students (visa included) are given the same consideration.

Program Information

Duration and Timing: Evening Prog.: 2.5 month (40 contract hours) sessions, offered Sept-Nov, Jan-Mar, Apr-Jun; special summer prog., 40 hrs in Jul-Aug. Intensive Day Prog.: 2.5 month (200 contact hours) sessions, offered Sept-Nov, Jan-Mar, Apr-Jun; special summer prog. 120 hrs Jul-Aug.

Program Fees: Evening Prog.: $87/session, books incl. Intensive Day Prog.: $450/session, books incl. Summer Intensive Courses: 6 weeks (120 contact hours) $270. Student Activity Fee: $80 per year (optional) for use of Phys. Ed. facilities. Lang. Lab users fee (optional: $5.00/session, both programs, for use outside classes).

Class Size and Sectioning: *Maximum class size* 15, both programs. *Sections:* multiple, dep. on enrolment; number flexible.

Type of Student Served by Programs: Evening Prog.: Part-time, either shared academic or specific, study in ELT unit. Intensive Day Prog.: Full-time, multi-purpose study in ELT unit.

Courses Offered in Program: (Proficiency level in *italics,* Content/Focus in Parentheses)

Evening Program:

- Intermediate English I-IV *low to high int.* (all skill areas)
- English Grammar Rev. *high int.* (grammar)
- Intermediate Writing *high int.* (paragraphing)
- Advanced Writing I *adv.* (expository writing)
- Advanced Writing II *adv.* (writing university papers)
- Essay Writing *adv.* (Writing Competency Test)
- Intermed. Reading *high int.* NB: TOEFL 540 or Mich. equiv. req.
- Advanced Reading *adv.*
- Conversation *4 levels, intro.-adv.*
- Pronunciation (systematic study of sounds of Can. English)
- TOEFL/Michigan Prep. (TOEFL and Michigan Batteries)

Intensive Day Program:

- English: The Basics I
- English: The Basics II

These two courses focus on English req. to function in everyday situations – all skill areas are dealt with.

- English: Beyond the Basics I
- English: Beyond the Basics II

Same as above, but more emphasis on reading and writing skills.

- Advanced English I (academic skills)
- Advanced English II (academic skills)

Responsibility for Syllabus: Both programs: Courses have a well-specified syllabus which the teacher is expected to follow.

Supplementary Academic Orientation: Not in a formal sense, though teachers may help students on an individual basis.

Supplementary Cultural Orientation: Yes, provided by the International Centre at the univ. Topics: Dealing with culture shock, Student life at the Univ. of Alta., Services available to student body of univ.

Assistance with English Style, Grammar, etc., on Assignments: Often available.

Past Experience with CIDA-Sponsored Students

General Information: CIDA-sponsored students have attended on an individual basis, not in groups. Approx. 30 over the last 5 yrs, usually in Engineering or Agriculture. They come mainly from Africa and Asia, and stay about 2.5 yrs. Approx. 90% are graduate students. Some of these were enrolled in ELT classes: 4+ in Evening Prog. and 2+ in Intensive Day Prog. There may have been more.

Creation of Special Programs: Most of the CIDA-sponsored students fit into the regular programs well, so it was unnecessary to create special programs. However, the ELT unit did have to organize a special academic writing class for certain students sponsored by the Black Dragon River Consortia, as their writing skills were unacceptable for university work. No special program devt. fees were levied for this, i.e., the students were charged only the regular course fees. The ELT unit also offers EAP courses three or four times a year for CIDA trainees.

Additional Details: CIDA-sponsored students have not been an anomaly with regard to ELT services. As far as special treatment is concerned, a few visa students have been permitted to meet the English proficiency requirements for univ. entrance after their arrival at the university.

Further Comments: Students should meet language requirements prior to their arrival in Canada. Greater emphasis should be put upon foreign visa students' ability to write academic papers; i.e., their writing skills should be upgraded prior to univ. entrance.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present programs: 2-3 weeks before beginning of classes, as usual.

If a special program had to be devised for them: 4-5 months, dep. on course or program.

For further information write:

Rosalie Banko
Associate Professor
Room 234, Corbett Hall
Faculty of Extension
University of Alberta
Edmonton, Alta. T6G 2G4
Tel. (403) 432-3036.

UNIVERSITY OF CALGARY, Calgary, Alta.
Program: ESL Continuing Education

General Description

A special unit devoted exclusively to ELT offers an ESL program divided into 4 levels/courses:

1. **ESL Intermediate**
2. **ESL Advanced I**
3. **ESL Advanced II**
4. **ESL Conversation**

The students who enrol in these levels/courses are mainly landed immigrants or refugees who are pursuing regular academic programs at the university but who require upgrading in English language skills. Fewer than 5% are immigrants or refugees who wish to be admitted to regular programs at the university, and about 5% are immigrants/ refugees studying English in preparation for employment or for personal improvement. Preparing visa students for undergraduate work is not a responsibility of this program, as foreign students do not yet attend. There are plans, however, to make places available to such students (on CIDA sponsorship) in 1989.

ELT Teaching Staff and Resources

Staff: 6 instructors on regular staff, 1 with perm. status; no variation in summer.

Min. Academic Qualif.: Masters degree.

Reg. Staff Academic Qualif.: M-6; 3 have Certificates in TESL

Prof. Exper.: All instructors have considerable experience in teaching ESL. *Ave. Prof. Exper.:* entire staff 10+ years.

Specialization: None in particular.

Resources:

Language Lab: None.

ELT Library/Resource Centre: No, but ESL materials are available in the general library and Education Library.

Study Facilities: ELT students prefer to study in classrooms.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: 30 days or less.

Selection/Entrance Criteria: *Education:* no req. *Age:* no req. *Proficiency in English:* students must be at least at intermediate (or low intermediate) level.

Placement Criteria: 4 levels in ESL program; students can move from level to level as proficiency increases. Information on testing procedures: not available.

Promotion Criteria: Teacher recommendation. Also, a diagnostic test and writing test, locally-prepared, are used; administered across sections

Specified English Proficiency Required for Entrance into Regular Courses? Yes. Standardized tests are used for entrance purposes: (1) TOEFL -- 580 req., admin. by ETS. (2) English 30 (provincial English examination) -- 70% req.

Program Information

Duration and Timing: Information not avail.

Program Fees: Information not avail.

Class Size and Sectioning: Information not avail.

Type of Student Served by Programs: Part-time, shared academic study in ELT unit.

Courses Offered in Program: No details avail.

Responsibility for Syllabus: Information not avail.

Supplementary Academic Orientation: Yes. Both the ELT unit and the Effective Writing Dept. provide help in effective writing. The ELT unit's assistance is mainly to Japanese students.

Supplementary Cultural Orientation: Yes, provided by ELT unit. The program arranges Canadian pen pals prior to the Japanese students' arrival. There are many other orientation activities.

Assistance with English Style, Grammar, etc., on Assignments: Such help is normally available from other departments in the university (e.g., the Effective Writing Dept.).

Past Experience with CIDA-Sponsored Students:

None. There are plans to accommodate such students in 1989.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 5 days.

If a special prog. needed to be designed for them: 5 days.

For further information write:

Al Holt
Professor
Faculty of Continuing Education
University of Calgary
2500 University Drive NW
Calgary, Alta. T2N 1N4
Tel. (403) 220-4713.

UNIVERSITY OF LETHBRIDGE, Lethbridge, Alta.
Department: English as a Second Language Department

General Description

The ESL Department at the University of Lethbridge is part of a Student Services unit that provides other kinds of support as well. Both a full-time program (at 2 levels) and special part-time courses are offered to help foreign students acquire the English skills necessary for successful work in the university's academic programs.

1. **Full-Time ESL Program:** A full-time, non-credit program consisting of two levels of courses (Intermediate and Advanced), designed for foreign visa students (99%) and landed immigrants (1%) who need to improve their English skills before entering first year university. Both levels involve intensive instruction in the 4 skills (reading, writing, speaking, and listening) as well as orientation to university life. The levels each have a duration of 1 semester, with semesters of 12-14 weeks offered in the fall, winter, and summer. Classes run approx. 20 hours/week in this intensive program. Students entering the Intermediate Level normally spend 2 semesters in this ESL program before entering regular undergraduate university courses, while students entering the Advanced Level can expect to spend only 1 semester studying ESL.
2. **Grammar and Composition:** An intensive course in English grammar, sentence structure, and composition, taken for part-time study by first and second year university students with weaknesses in these areas.

No changes to these programs/courses are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 2 full-time instructors on regular staff, both with perm. status; no summer variation.

Min. Academic Qualif.: B.Ed. with a major in English or modern languages.

Perm. Staff Academic Qualif.: B-2.

Prof. Exper.: Coordinator has 5 + yrs experience teaching ESL. Instructors need not have ESL exper., as they may be trained on the job, but references and other criteria must be met. Ave. Prof. Exper.: Reg. staff 6-7 yrs.

Specialization: None in particular.

Resources:

Language Lab: Used for pronunciation drills/ exercises and listening comprehension units. *Accessibility:* Both classes and indiv. students have access to lab. *Degree of Use:* Extensive; students spend 4-6 hours weekly in lab.

ELT Library/Resource Centre: None.

Study Facilities: Other libraries/study halls in institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Full-time ESL Prog.: 1 month prior to start of classes; firm deadline. Part-time Course: 5 days.

Selection/Entrance Criteria: *Education:* Minimum of Grade 12 (with an overall average of at least 60%), Form 6, or equivalent. *Age:* 17 up. *Proficiency in English:* Visa students must submit TOEFL scores to be accepted; requirements for acceptance – Intermediate Level 475-519, Advanced Level 520-550. *Other criteria:* Complete registration packages including application form, non-refundable deposit, & TOEFL assessment is required prior to deadline dates. Enrolment per level: Max. 25, Min. 16.

Placement Criteria: TOEFL scores (see details above). Also, Michigan test is administered on first day of class to confirm placements.

Promotion Criteria: Students move from Intermediate Level to Advanced Level or from Advanced Level to first year university, based on an *overall* average of their achievement in the various skill areas – a composite grade of 70% is required for promotion, based on the following formula: Writing 30%, Reading 30%, Speaking 15%, Listening 15%, Immersion 10% (total 100%). Grades are based on locally-prepared tests of various types, some teacher-pecific and some across sections (new tests are prepared if many students are "repeating").

Specified English Proficiency Required for Entrance into Regular Courses? Yes. Standards for admission to first year univ. program: One of – (1) TOEFL 550 + (2) 70% or better in Advanced Level ESL (3) Michigan Test 85.

Program Information)

Duration and Timing: Full-Time ESL: Semesters 12-14 weeks in duration; Sept-Dec, Jan-Apr, Jun-Aug. Study at either level (Intermed. or Adv.) lasts one semester. Part-Time Course: Offered in each semester.

Program Fees: Full-time ESL: Tuition $750 (Can. or Foreign); of this total, $100 must be paid as a non-refundable deposit on application. Additional Fees: Materials fee $25, Student Activity fee $20 (optional), Textbooks $50 (approx.). Part-time Course: no information avail.

Class Size and Sectioning: *Class sizes:* Min. 16, Max. 25. *Sections:* Multiple sections have not yet been required; would be flexible if necessary.

Type of Student Served by Programs: Full-time ESL Prog.: full-time, pre-academic study in ELT unit. Part-time Course: part-time, shared academic study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

Full-Time ESL Program

- Both Intermediate and Advanced Levels include courses in:
  - Writing (grammar and composition)
  - Reading (vocabulary development & comprehension)
  - Speaking (pronunciation & public speaking)
  - Listening (comprehension & note-taking)
  - Immersion (preparation/orientation for university)

Part-Time Course

- Grammar and Composition – For 1st & 2nd year univ. students with weakness in these areas. (grammar/structure; essay writing)

Responsibility for Syllabus: Full-time ESL: most courses have a fairly well-specified syllabus which the teacher is expected to follow. Part-time Course: designed according to students' needs, based on diagnosis of papers.

Supplementary Academic Orientation: Both ELT unit and Student Affairs/ Services unit provide orientation – (1) Academic counselling - course selection & registration. (2) Tour of facilities and campus. (3) Discussion session - presentations given by faculty members.

Supplementary Cultural Orientation: Not provided as supplementary; part of regular ELT courses.

Assistance with English Style, Grammar, etc., on Assignments: The ELT unit is too small to provide such services on a formal or regular basis; students are asked to enrol in the courses offered or seek assistance from other departments.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: Approx. 3 mo.

If a special prog. needed to be designed for them: 6 mo.

For further information write:

Dalyce Forster
Coordinator
ESL Department
Student Services
University of Lethbridge
Lethbridge, Alta. T1K 3M4
Tel. (403) 329-2191.

ALBERTA VOCATIONAL CENTRE (AVC), Calgary, Alta.
Centre: English as a Second Language/ Continuing Ed. Dept.

General Description

Two different departments offer ELT services at AVC; see the next entry for information about the ESL full-time program. The English as a Second Language - Continuing Education (ESL-CE) Department is a self-contained unit devoted exclusively to ELT. It offers a comprehensive program designed to prepare adults whose mother tongue is not English for the world of work, although some of the students who take advantage of the program plan to continue their education later. The overall program is divided into a number of categories or "sub-programs," each consisting of a set of one or more part-time courses. These categories may be summarized as follows:

1. **General ESL:** Courses at 5 levels, focusing on all language skills (especially conversation).
2. **Listening and Speaking:** Courses focus on listening comprehension, conversation, and pronunciation.
3. **Writing and Grammar:** Courses focus on writing and grammar at 2 levels, basic and advanced.
4. **ESL for Citizenship:** Single course.
5. **ESL and Sewing:** Courses at 2 levels.
6. **ESL for Francophones:** Special courses focus on grammar, conversation, and listening comprehension. The vast majority of students who enrol in these courses are immigrants or refugees who are studying English in preparation for employment or for personal improvement (85%); the remainder are immigrants or refugees who wish to be admitted to regular programs in the institution (12%) or Canadian Francophones studying English for a variety of purposes (3%).

No foreign visa students attend the program. Two changes to the program are planned for the near future: (1) the streaming of students will be increased in grammar, conversation, and writing classes, and (2) more community-based programs will be offered.

ELT Teaching Staff and Resources

Staff: 39 instructors in regular session, all with short-term contracts which are usually renewed (i.e., not perm. staff). No variation in summer, as program runs year-round.

Staff Academic Qualifications: University degree.

Prof. Exper.: One year exper. teaching ESL normally expected of staff. *Ave. Prof. Exper.:* Reg. staff 8 yrs, summer staff 5 yrs.

Specialization: None in particular.

Resources:

Language Lab: Used for pronunciation classes, listening comprehension classes, ESL for Francophones. *Accessibility:* Access is restricted to evening hours for specialized ESL classes; the ELT unit is limited to using the lab only when other (full-time) departments do not have it scheduled. *Degree of Use:* fair.

ELT Library/Resource Centre: Learning Assistance Centre.

Study Facilities: Students prefer to study at home, as all are part-time.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: 0-6 weeks, dependent on intake dates.

Selection/Entrance Criteria: *Education:* no req. *Age:* 18 up. *Proficiency in English:* no req.

Placement Criteria: Most of the sub-programs have courses at different levels. An initial placement test assesses proficiency and suitability for each level/course.

Promotion Criteria: Locally-prepared tests of various types, administered across sections, determine promotion from one level/course to another. Note: No exit criteria have been established to date.

Specified English Proficiency Required for Entrance into Regular Courses? Information not available.

Program Information

Duration and Timing: All courses have a duration of 45 hours; offered continuously year-round (no breaks).

Program Fees: No tuition – $10 processing fee only. No additional fees.

Class Size and Sectioning: *Average Class Size* 18 (min. 12, max. 25). *Sections:* multiple, number flexible.

Type of Student Served by Programs: All courses/programs: part-time specific study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

General ESL Courses

- Beginner
- Basic
- Low-Intermediate
- High-Intermediate
- Advanced

(focus on oral communication in a variety of theme areas, and outline of basic structures)

Listening and Speaking Courses

- Pronunciation - General
- Listening Comprehension
- Basic Conversation
- Advanced Conversation and Idioms
- Pronunciation for Vietnamese Students
- Pronunciation for Spanish Students

Writing and Grammar Courses

- Basic Writing
- Basic Grammar
- Advanced Grammar and Writing
- TOEFL Preparation

ESL for Citizenship

- Citizenship

ESL and Sewing

- Basic ESL and Sewing
- Intermediate ESL and Sewing

ESL for Francophones

- English Grammar
- Conversation - Basic
- Advanced Conversation and Idioms
- Listening Comprehension

Responsibility for Syllabus: Courses have a fairly well-specified syllabus which the teacher is expected to follow, except for the ESL and Sewing courses where instructors are allowed more latitude.

Supplementary Academic Orientation: Not formally provided.

Supplementary Cultural Orientation: Not formally provided as supp., though culture constitutes part of the citizenship course.

Assistance with English Style, Grammar, etc., on Assignments: Such help is normally avail. from some other dept. in the institution.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 3 wks.

If a special prog. needed to be designed for them: 6 wks.

For further information write:

Lynette D. Tampe
Coordinator, ESL-CE
Alberta Vocational Centre
332 - 6 Avenue SE
Calgary, Alta. T2E 6H7
Tel. (403) 297-4051.

ALBERTA VOCATIONAL CENTRE (AVC), Calgary, Alta.
Department: English as a Second Language - Full Time

General Description

Two different departments offer ELT services at AVC; see the previous entry for information about the ESL Continuing Education Department. The other is the English as a Second Language - Full Time Department, a special unit devoted exclusively to ELT that offers a full-time, multi-level ELT program designed primarily to prepare landed immigrants and refugees for entry into the labour market. The program also prepares some students for future study in academic or career programs at the college or university level. Students are 100% funded by CEIC to attend this **Full-Time Program** for 20 weeks. Instruction is divided into two 10-week sessions; students are evaluated on entry (for placement at the appropriate level) and again after each session. The Full-time Program consists of 3 distinct sub-programs, as follows.

1. **Pre-Basic Program:** This is a 2-level, pre-beginner program designed for students with special learning needs (e.g., those pre-literate in their own language, those with mild learning disabilities). Pre-Basic classes are kept as small as possible (about 10 students per class). Focus is on (1) "Survival English" needed for independent functioning in the community, and (2) Practical reading and writing skills.
2. **Core Program:** This program consists of 9 levels of instruction: Beginner (Levels I & II), Upper Beginner (Levels III & IV), Intermediate (Levels V & VI), Upper Intermediate (Levels VII & VIII), and Advanced (Level IX). Core classes focus on orienting new Canadians to their environment and on preparing them for employment. All 4 skills are taught at each level, but at the lower levels the emphasis is on listening and speaking activities (survival English, practical skills, etc.) while at the higher levels there is an increased emphasis on reading and writing. Other topics in the Core Program include Canadian culture and history, community resources and access, job search strategies, etc. In addition to a particular core course of ESL instruction, each student at these levels must take one elective course during each session -- electives are designed to address specific student needs and provide additional instruction in a student's area of occupational or academic interest over a 30-hour period.
3. **Advanced Program:** This program consists of 2 distinct courses: (1) Bridge to Academic Upgrading (2 levels) -- these courses provide a means for Upper Intermediate and Advanced Level students graduating from the Core Program to "bridge" into academic/ career programs at AVC or other institutions. (2) College Preparation Course -- enables students to write the TOEFL and prepares them to enter academic programs at college or university (or to re-enter their own professions, usually in the fields of Medicine or Engineering). Students at this level tend to be highly educated, many possessing university degrees from their countries of origin. This course focuses on EAP, including test-taking skills (for the TOEFL), multi-mode (reading, writing, etc.) skills, and social communication skills.

The ELT unit also offers an Interculture Canada - International Student Program), a full-time, 6-week survival English program for visiting foreign students; this immersion program has a functionally-based curriculum focusing on language and cultural needs of visitors to Canada. Mornings are spent in classroom instruction, with afternoons primarily consisting of community-based contact assignments carried out by the students under supervision of a cultural assistant.

As no foreign visa students attend the regular Full-Time ESL Program, preparing such students for undergraduate work is not a concern. Some changes to the program are being considered for the near future, but information on the nature of these changes is not available.

ELT Teaching Staff and Resources

Staff: 45 instructors on regular staff, 35 with perm. status; no variation in summer (prog. runs year-round).

Min. Academic Qualif.: B.A or B.Ed. + TESL training (or in progress).

Staff Academic Qualif.: B-30, M-4, Ph.D.-1; 25 of these have TESL Certificates.

Prof. Exper.: 2 years exper. teaching ESL normally expected of staff. *Ave. Prof. Exper.*: Perm. staff 6-8 yrs, regular/summer staff 6-8 yrs.

Specialization: None in particular.

Resources:

Language Lab: Used primarily for listening & speaking practice. *Accessibility:* Used by all classes; indiv. students can use lab eqpt. in the Learning Assistance Centre after class. *Degree of Use:* Extensive (45 min./day per class).

ELT Library/Resource Centre: Learning Assistance Centre -- contains tapes, videotapes, ESL books.

Study Facilities: Students prefer to study at home.

A-V Centre: Equipment belongs to ELT unit.

Student Placement and Evaluation

Notice Time for Prog. Entry: Intake every 10 weeks; students applying must wait for a new session to begin.

Selection/Entrance Criteria: Pre-Basic Prog.: students usually lack much formal education. Advanced Prog.: students usually have a strong academic or occupational background of some kind. *Age:* no req. *Proficiency in English:* no req.; students are tested on entry and assigned to appropriate levels, Pre-Beginner to College Prep. *Other Criteria:* (1) previous Canadian job experience (2) length of stay in Canada.

Placement Criteria: See details regarding levels in **General Description**. Placement criteria are the same as those used for acceptance: students are tested on entry for placement purposes. A standardized locally- prepared test normed to AVC curriculum is used for placement.

Promotion Criteria: Students are evaluated after each 10-week session. Competency-based checklists are used for progress tests; these are locally-prepared, administered across sections.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; mainly standardized tests are used: TABE, RFU, SLEP -- scores required vary, depending on program of entry. Tests are administered by Student Services Department.

Program Information

Duration and Timing: Courses are offered in an on-going annual rotation. All sessions have a 10-week duration.

Program Fees: N/C; CEIC-sponsored.

Class Size and Sectioning: *Ave. Class Size* -- 14-15, max. 15. *Sections:* usually multiple, number flexible.

Type of Student Served by Programs: Full-time, multi-purpose study in ELT unit.

Courses Offered in Program:
Some information about the content/focus of the different levels/ courses in each program (Pre-Basic, Core, and Advanced) was given in the **General Description** above. No further details will be added here, except for some supplementary information about elective courses. The 30-hour electives, each taken in the course of one 10-week session, are as follows:

- Reading
- Writing
- Basic Math
- Listening & Conversation
- Pronunciation
- Food Services Worker
- Seamstress/Garment Worker
- Daycare Worker/Homemaker
- General Shop English

At times, when the number of students with a common occupational background is large enough, an entire full-time course is offered which teaches English using the common occupation as the context of instruction. Two of these full-time, 10-week (210 hrs) elective courses are Seamstress/ Garment Worker and Daycare Worker/ Homemaker.

Responsibility for Syllabus: Most courses have a curriculum and a well-specified syllabus which the teacher is expected to follow.

Supplementary Academic Orientation: Yes; the ELT unit has a certified psychologist (Counsellor) and Student Advisor, and students in the Full-Time Program have access to an extensive student support package which includes entry and exit orientation, study skills workshops, etc. Other support personnel: AVC Student Services (career and educational counselling), on-site interpreters (Vietnamese, Chinese, Spanish, & Polish; others as needed), Student Activities Coordinator.

Supplementary Cultural Orientation: Yes; ELT unit and invited guests from Calgary Immigrant Aid Society provide 2 sessions through volunteer facilitators – (1) Interpretation (in students' own languages) of ESL instructor's description of program, aims, teaching strategies, etc. (2) Settlement issues (housing, health, finance, adjustment) and available resources in Calgary.

Assistance with English Style, Grammar, etc., on Assignments: All ELT staff are expected to assist students; additional help is available from the Learning Assistance Centre.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: Notice time would be the same as for immigrant students. However, the Full-Time ESL program is not designed to accommodate anyone other than CEIC-sponsored students.

If a special prog. needed to be designed for them: 4 weeks minimum to mount a new program.

For further information write:

Elza Bruk
Chairman, ESL
Alberta Vocational Centre - Calgary
332 - 6 Ave. SE
Calgary, Alta. T2G 4S6
Tel. (403) 297-4901.

FAIRVIEW COLLEGE, Fairview, Alta.
Department: Business and General Studies Department

General Description

The ELT unit at Fairview College operates as part of the Business and General Studies Department. Two programs are currently offered to meet the needs of students requiring ESL instruction, and a third program is being developed to prepare foreign students for future university or college work.

1. **Occupational English as a Second Language (OESL) Program:** This is a full-time program for students with intermediate English proficiency or better, designed mainly to provide landed immigrants with the English training necessary to enter the work force.
2. **Academic Adult Upgrading (AU) Program:** This program is designed to prepare students for a High School Diploma. It serves both foreign students (50% – immigrants and visa students) and English-speaking Canadians who need upgrading in academic skills (50%).
3. **English Language Training (ELT) Program:** Currently in the planning stages, this program will prepare landed immigrants/ refugees and foreign visa students for undergraduate university or college work, mainly in the fields of Business, Trades, and Agriculture. No information is available on planned implementation dates.

ELT Teaching Staff and Resources

Staff: 10-15 instructors on regular staff, 6-7 with perm. status; staff decreases by around 10 in summer.

Min. Academic Qualif.: Bachelor's degree.

Perm. Staff Academic Qualif.: B-6, M-1 (some staff have 2 undergraduate degrees, B.A. & B.Ed.; some are currently completing M.A.).

Prof. Exper.: 2-5 years experience teaching and/or administering expected of staff, with a minimum of 2 years teaching ESL or adult upgrading to adult immigrants.

Specialization: Yes. EOP (1 teacher), EST (2), general ESL skills – reading, writing, oral skills, usage (4).

Resources:

Language Lab: Not at the moment, but a formal lab facility has been proposed for Fairview College. At present, both OESL & AU programs use language audio-visual instructional materials.

ELT Library/Resource Centre: No, but the College Library contains ELT print & AV materials to which all students have ready access – over 1400 instructional/ English-related items (books, filmstrips, audio materials, etc.).

Study Facilities: Other libraries and study halls in institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: OESL: 3 weeks. AU: 6 weeks. Proposed ELT: 3 months.

Selection/Entrance Criteria: *Education:* OESL & AU – 6 years of schooling; Proposed ELT -- 10 years of schooling. *Age:* 17 up. *Proficiency in English:* Various tests are used to establish proficiency on entrance. (1) California Test of Adult Basic Education (TABE) - Level M - Grade equiv. score of 6.0 req. (2) TABE - Level D - Grade equiv. 5.0 req. (3) SLEP - score of 45 req. (4) Oral ability - intermediate level req. Proposed ELT Program: Requirements still in development stage.

Placement Criteria: OESL: Courses offered are at intermediate and advanced levels (see below); scores on standardized tests (above) and regular term exams determine advancement. AU: 3 levels -- Basic, Intermediate, Advanced -- to prepare students for Grade 8, Grade 10, and Grade 12 level equivalency requirements; criteria for placement are the same as for acceptance (see above).

Promotion Criteria: Locally-prepared tests of various types, teacher- specific. For AU Program, provincial diploma exams and pre-apprenticeship exams provide exit standards. Note: A student-instructor contact policy is in place to guide student progress.

Specified English Proficiency Required for Entrance into Regular Courses? Yes. For entrance into all trades programs, students must be able to pass (65%) provincially- administered pre-apprenticeship exams (administered by Apprenticeship Board of Alberta). To enter 2-year diploma programs, students must meet entrance criteria or may enter on the recommendation of the ELT staff.

Program Information

Duration and Timing: OESL: 4-month program, Aug-Jan. AU (for immigrants): 8-month program, Sept-May. ELT Program: Proposed 3-month terms, Sept-Dec, Jan-Apr, May-Aug.

Program Fees: Students pay by session; specific information not avail. Damage Deposit $100. Many students are sponsored by AVT (Alberta Vocational Training).

Class Size and Sectioning: *Ave. Class Size:* all programs – 15 (but student numbers fluctuate considerably from one term to another). *Sections:* OESL – usually single sections, but number flexible; AU – multiple sections, number flexible.

Type of Student Served by Programs: OESL: full-time, multi-purpose study in ELT unit. AU: part-time, shared (?) academic/ vocational study in ELT unit. Proposed ELT: full-time, pre-academic study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

OESL Program)

- AU 011 - 8 cr. (conversational ESL)
- AU 012 - 8 cr. (intermediate ESL)
- AU 013 - 8 cr. (advanced ESL)
- AU 121 - 4 cr. (pre-trades science)
- AU 160 - 4 cr. (pre-trades math)
- AU 168 - 4 cr. (occupational exploration lab/practice)
- AU 219 - 0 cr. (English tutorial)
  Total- 36 cr.

AU Program)

- English - Basic Level
- English - Intermediate Level
- English - Advanced Level
  (all courses include writing, reading, usage, grammar, and literacy to grade 12 level)
  Note: Math and Science upgrading courses at 3 levels are also offered.

ELT Program - Proposed

- Courses are still in developmental stage (Apr 1988).

Responsibility for Syllabus: All programs: most courses have/will have a fairly well-specified syllabus which the teacher is/will be expected to follow.

Supplementary Academic Orientation: Yes, provided by ELT unit – academic counselling, tutoring support, Learning Services Program, International Student Advisor.

Supplementary Cultural Orientation: Yes, provided by ELT unit – personal counselling, residence information, International Student Advisor, information booth at College open house, International Culture Club (ethnic theme nights, Chinese New Year, Ukrainian celebrations, cross-cultural awareness seminar, etc.).

Assistance with English Style, Grammar, etc., on Assignments: Provided by ELT unit on a regular basis, as one of its responsibilities. Individual teacher-student help; assistance from tutors and instructional aides.

Past Experience with CIDA-Sponsored Students

Thirty CIDA-sponsored students from Tanzania, 3 groups of 10, have attended Fairview College over the past few years; all have been enrolled in the Beekeeping Technician Training Program. Two groups (20 students) have graduated and received the Fairview College Certificate in Apiculture. The third group (10 students) is currently (April 1988) in its third month of studies. Each group spent/will spend 9 months in Canada. None of these students required ELT instruction, so no special programs had to be

created for them. Further, these students received no special treatment with respect to the satisfying of English proficiency requirements for college entrance.

Comment: As Fairview College would like to offer more training to students from Latin America and the Pacific Rim countries, a new ELT program is being developed for this purpose. Some of the prospective students may find it difficult to satisfy the English proficiency prerequisites for admission to Fairview.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: Depends on students' needs -- students could be accepted into existing programs in fall 1988.

If a special prog. needed to be designed for them: 6 months.

For further information write:

Marilee Schelp
Director, Business and General Studies
Fairview College
Box 3000
Fairview, Alta. T0H 1L0
Tel. (403) 835-6646.

GRANT MacEWAN COMMUNITY COLLEGE, Edmonton, Alta. Program: ESL Project

General Description

An ELT unit centred at Cromdale Campus (one of 4 campuses) offers a 6-level ELT program to students with a variety of needs and interests. The vast majority of students (95%) are landed immigrants or refugees who are either enrolled in regular programs, preparing for study in regular programs, preparing for future employment, or concerned with personal improvement. Of the approx. 140 students enrolled in all 6 levels each trimester, only a very small number are foreign visa students (3%) or Canadians whose mother tongue is not English (2%). The lowest program level can be classified as Low-Intermediate; students therefore must have some knowledge of English to satisfy entrance requirements. The bottom 3 levels (1 class of each per trimester) focus on four important components of learning English: reading, writing, grammar, and listening-speaking. The top 3 levels (also 1 class of each per trimester) feature combinations of advanced ESL and college preparation topics, taking a more academic focus including structured oral presentations. The program is not concerned to any significant extent with preparing foreign visa students for undergraduate or graduate study; the few who attend usually plan to study Computer Sci. or Bus. Management. Some changes to the program are planned for the near future: the unit intends to run a summer program for international students on a pilot basis, and the program may be revised to accommodate the needs of university transfer students. In general, an increase in the number of foreign students is expected.

ELT Teaching Staff and Resources

Staff: 6 instructors (1 full-time, 5 part-time; 1 classified as perm. staff) in regular session; no variation in summer.

Entire Staff Academic Qualif.: Cert.TESL-1; B-4; M-2.

Prof. Exper.: 2 yrs min. ESL teaching exper. expected of staff; *Ave. exper.* -- Perm. staff 15 yrs, Entire staff 10 yrs, Summer staff 10 yrs.

Specialization: None in particular; each instructor at each level teaches writing, grammar, reading, and aural-oral skills.

Resources:

Language Lab: None.

ELT Library/Resource Centre: None. General facilities exist for all college students, with libraries containing special audio-visual materials for ESL students.

Study Facilities: Within ELT unit and in other libraries/study halls in institution.

A-V Centre: Shared with other depts.

Student Placement and Evaluation

Notice Time for Prog. Entry: It is preferred that students take a pretest 3 mo. before starting, as there is often a waiting list.

Selection/Entrance Criteria: *Education:* none specified. *Age:* 18 up. *Proficiency in English:* Some proficiency required -- beginning writing skills, ability to understand 25% of everyday conversation, and elem. knowledge of grammar. Proficiency eval. based on 3 tests, requirements in parentheses: (1) CELT Test (20% req.); (2) McGraw Hill Test - Grammar (40/150 req.); (3) Writing test, demonstrating ability to write simple sentences on an everyday essay topic.

Placement Criteria: Levels system: students move individually from level to level, not from (skill area) course to course; students normally pass all aspects of a level (writing, reading, etc.) before moving, but may fail one; occasionally students may skip levels. Placement Criteria: same as acceptance criteria (see above).

Promotion Criteria: Promotion from level to level based on (1) Tests listed above; (2) Michigan Test B – standardized; (3) Locally-prep. tests, teacher-specific. (Note: failure on local tests may be overriden by success on standardized tests.)

Specified English Proficiency Required for Entrance into Regular Courses? Yes; every student in the college has to pass the Skills Appraisal Test before being accepted into any credit program. Test admin. locally.

Program Information

Duration and Timing: Trimester system -- Programs are of 3 months duration, all levels offered 3 times yearly: Sept-Dec, Jan-Mar, Apr-Jun.

Program Fees: Tuition $275, books $80 per trimester; no additional fees.

Class Size and Sectioning: *Ave. class sizes:* 25 at 3 highest levels, 20-23 at 3 lowest levels. Sections: single section at each level; not normally flexible, although changes have occurred in the past.

Type of Student Served by Programs: Full-time, multi-purpose study in ELT unit.

Courses Offered in Program: One class (section) in each of the 6 levels. Each level includes the following courses:

- EN-50.0: ESL Reading Skills
- EN-51.0: ESL Aural-Oral Practice
- EN-52.0: ESL Grammar and Syntax
- EN-53.0: ESL Writing Skills

Responsibility for Syllabus: Most courses have a fairly well-specified syllabus which the teacher is expected to follow.

Supplementary Academic Orientation: Provided mainly by a student services counsellor. Highest level of program includes short lectures by the instructor, 2 academic research papers, and oral presentations on academic topics as well as a review of TOEFL and Michigan Tests.

Supplementary Cultural Orientation: Not formally provided.

Assistance with English Style, Grammar, etc., on Assignments: 2 of the 4 campuses provide study skills assistance for all types of student, incl. ESL. On the other 2 campuses, ESL students are helped to use individualized audio-visual ESL programs in the libraries.

Past Experience with CIDA-Sponsored Students:

None, although such involvement is anticipated with the increased focus on international students at the college.

Lead Times Required for Accom. of Foreign Student Groups (+15)

If needs could be met within structure of present progs: 4 wks.

If a special prog. needed to be designed for them: 8 wks.

For further information write:

Wendy McLachlin
Asst. to the Dean, Community Education Division
Grant MacEwan Community College
Cromdale Campus
8020-118 Ave.
Edmonton, Alta. T5B 0R8
Tel. (403) 477-0200.

KEYANO COLLEGE, Fort McMurray, Alta.
Program: Occupational Entrance Program

General Description

A special unit devoted exclusively to ELT but operating within the Basic Education Department offers an Occupational Entrance Program that provides instruction in basic English skills for new arrivals in Canada. The majority are sponsored by Canada Manpower and Immigration. About 80% of the students served by this program are immigrants or refugees studying English in preparation for employment or for personal improvement; the remainder are immigrants/ refugees who wish to be admitted into regular programs at Keyano College (15%) or Canadian students whose L1 is not English (5%). The program includes full-time Occupational Entrance courses at 2 levels (basic & intermediate) as well as part-time courses in Advanced ESL (2 evenings/week, 2.5 hours/class) and Reading/Writing for ESL students (10 evenings, 3 hours/week). Foreign visa students attend the college only occasionally, so preparing them for future study is not a priority. No changes to the present program are envisioned for the near future.

ELT Teaching Staff and Resources

Staff: 4 instructors on regular staff, 2 with perm. status; staff decreases by about 3 in summer.

Min. Academic/Prof. Qualif.: Teaching Certificate and/or experience required.

Perm. Staff Academic Qualif.: B-1, Teaching Cert.-1.

Ave. Prof. Exper.: Perm. staff 8 yrs, regular staff 5 yrs.

Specialization: None in particular.

Resources:

Language Lab: Used for core material ("Side by Side" series used), news programs (cloze exercises, comprehension, etc.), movies/audio stories, etc. Accessibility: Used by ESL classes 1 hr/day and available to all students when classes are not scheduled (lab is shared with French classes, which use lab 2-3 times/week). Degree of Use: Fair.

ELT Library/Resource Centre: None.

Study Facilities: Within ELT unit (classrooms & language lab); cafeteria.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: It is preferred if classes are filled within first 2 weeks of semester; no notice time necessary if space is available.

Selection/Entrance Criteria: *Education:* no req. *Age:* 18 up. *Proficiency in English:* no req.; all students accepted -- proficiency determined by general literacy test and general oral test. Comments: Total student load seldom exceeds 30; 2 full-time classes are run, with the applicants divided equally to balance class sizes.

Placement Criteria: As above (limited numbers simplify placement procedure).

Promotion Criteria: Oral testing (Ilyin Oral Interview) and/or locally- prepared tests, teacher-specific.

Specified English Proficiency Required for Entrance into Regular Courses? Yes. Students wishing to continue beyond the ESL program into the Basic Education Program (up to Grade 9) must write a placement test through the counselling office; this test consists of (1) Canadian Achievement Test (a standardized test) and (2) an essay.

Program Information

Duration and Timing: Occupational Entrance (Levels I & II): 4-month programs, Sept-Dec, Jan-Apr; also 6-week intersession, May-Jun.

Program Fees: $240/semester (16 weeks). Student Activity Fee $32/sem.

Class Size and Sectioning: Max. class size 15 (beginner class is limited to 12 if possible). Sections: Single, flexible if necessary.

Type of Student Served by Programs: Occup. Engl. I & II: full-time, multi-purpose study in ELT unit. Other courses: part-time, specific study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

Occupational English I (basic/beginner survival English)

Occupational English II (intermediate English)

ESL Advanced (vocabulary expansion, conversation practice, directed discussion, etc. – for ESL students who have mastered basic skills and wish to upgrade them)

Reading & Writing for ESL Students (spelling, vocabulary, sentence structure, reading strategies for dealing with daily life)

Responsibility for Syllabus: Occup. Engl.: Most courses have a loosely- specified syllabus which the teacher uses mainly as a guideline. Part-time courses: Usually the syllabus is the teacher's responsibility.

Supplementary Academic Orientation: Yes; ELT unit provides part-time integration in Basic Education English/ Reading/ Math classes for those students whose skills and/or educational background merit it.

Supplementary Cultural Orientation: Not formally provided.

Assistance with English Style, Grammar, etc., on Assignments: Such help is normally available from some other department in the institution, although ELT instructors are frequently approached by former ELT students taking courses in other programs.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: no notice required.

If a special prog. needed to be designed for them: 2-4 weeks.

For further information write:

Mr. Peter Rudiak
Chairman - Basic Education
Keyano College
8115 Franklin Ave.
Fort McMurray, Alta: T9H 2H7
Tel. (403) 791-4814.

LETHBRIDGE COMMUNITY COLLEGE, Lethbridge, Alta.
Program/Dept.: ESL Program, Division of Business and Applied Arts

General Description

Two separate departments at Lethbridge Community College, the Division of Business and Applied Arts and the Division of Continuing Education, offer ELT support services; see the next entry for information about the latter. The ESL program operating within the Div. of Business and Applied Arts is a general English program for people who need to develop both spoken and written skills in English. The program accommodates 5 levels, from low-beginner to advanced; see details below. Courses run full-time (5 hours/day, 5 days/week) during fall and winter semesters; no summer session is offered. Focus is on the 4 basic skills, with a life skills (cultural orientation) component included at each level. The vast majority of students (97%) are immigrants or refugees with various objectives: some study English in preparation for regular academic programs, others for employment. Program capacity is 75, with the majority of the places normally taken by sponsored students; e.g., in 1987-88, 50 of the 75 seats were purchased by CEIC. A few foreign visa students occasionally occupy places that remain, but the program is not expressly intended to prepare visa students for undergraduate or graduate work. No major changes to the program are envisioned in the near future, although a program for visa students is being considered.

ELT Teaching Staff and Resources

Staff: 6 instructors on regular staff, 2 with perm. status; staff decreases by about 4 during summer months.

Min. Academic Qualif.: B.Ed.

Reg. Staff Academic Qualif.: B-5, M-1.

Prof. Exper.: Extensive exper. not req.; recent graduates with limited teaching exper. have been hired on a sessional basis. *Ave. Prof. Exper.*: Perm. staff 15 yrs, entire staff 9 yrs.

Specialization: Yes; 2 teachers specialize in teaching students with low-level literacy skills, and 2 teachers are expert in EAP.

Resources:

Language Lab: None.

ELT Library/Resource Centre: None; all ESL materials are located in the regular library.

Study Facilities: Usually within ELT unit, in classrooms.

A-V Centre: Shared with other departments.

Computer-Assisted Instruction Facilities: CALL (Computer Assisted Language Learning) using the Lethbridge Community College Data Centre and in-house courseware using an ESL Authoring System.

Student Placement and Evaluation

Notice Time for Prog. Entry: No notice req.; new students are accepted up to 2 weeks into a semester, as space permits.

Selection/Entrance Criteria: *Education:* literacy in mother tongue. *Age:* only adults accepted. *Proficiency in English:* no req.

Placement Criteria: 5-level system: low & high beginner, low & high intermediate, advanced. Students move from level to level, studying all the material at a given level before moving up. Initial placement is based on in-house placement tests: an aural comprehension test and a written test.

Promotion Criteria: Locally-prepared tests of various types, across sections. (Teacher-prep. tests are used to monitor progress.)

Specified English Proficiency Required for Entrance into Regular Courses? Yes, mainly standardized tests. (1) CAT (2) Govt. high school exams (3) Test of Standard Written English. These are administered by other college departments or institutions, not by ELT unit.

Program Information

Duration and Timing: 4 month (15-16 week) semesters, Sept-Dec and Jan-Apr.

Program Fees: Canadian students $238, Foreign $346 per semester. Additional fees: Materials fee $12.50/sem., Student Activity Fee $35.50/sem.

Class Size and Sectioning: *Ave. class size* 15; low-level literacy classes limited to 12. *Sections:* multiple when necessary; number flexible.

Type of Student Served by Programs: Full-time, multi-purpose study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)
Each of the 5 levels constitutes one "course," possibly with several sections. Each course includes the following basic components: reading, writing, speaking & listening, and grammar. However, the focus and approach vary from level to level, as briefly indicated in parentheses.

ESL 003A: Low Beginner (basic communication skills, functional/notional approach)

ESL 003B: High Beginner (continued emphasis on communication skills, with more written work than in 003A; CAI component for grammar)

ESL 006A: Low Intermediate (continued orientation towards communicative English, but with clearer separation of skill areas and greater emphasis on basic gramm. structures, spelling, writing, etc.)

ESL 006B: High Intermediate (skill areas clearly separated and taught by different instructors; emphasis on meaning of gramm. structures, with CAI; also focus on reading speed, communicative writing, conversation)

ESL 009: Advanced (reading, writing, speaking/listening, & grammar taught with a view to academic upgrading; writing supported by word processing)

In addition, a life skills component is included at each level, covering a wide range of topics that facilitate cultural, social, and personal adjustment to life in Canada and S. Alberta. Includes guest speakers, videos, slides, role-plays, debates, interviews, reporting, and field trips.

Responsibility for Syllabus: Usually the syllabus is the teacher's responsibility.

Supplementary Academic Orientation: Yes; the Developmental Studies Department provides personalized help from specialists operating out of a resource centre, on an individual basis.

Supplementary Cultural Orientation: Not supplementary; a life skills component is included at each program level (see descr. above).

Assistance with English Style, Grammar, etc., on Assignments: Available from instructors during office hours.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present prog.: Several weeks.

If a special prog. needed to be designed for them: Several months.

For further information write:

John Lepp
ESL Coordinator
Lethbridge Community College
3000 College Drive
Lethbridge, Alta. T1K 1L6
Tel. (403) 320-3266 or 320-3213.

LETHBRIDGE COMMUNITY COLLEGE,
Lethbridge, Alta.
Program/Dept.: English as a Second Language Program, Division of Continuing Education

General Description

Two separate departments at Lethbridge Community College, the Division of Continuing Education and the Division of Business and Applied Arts, offer ELT services; see the previous entry for information about the latter. The English as a Second Language unit operating within the Division of Continuing Education provides 3 distinct programs to suit the needs of students of different types.

1. **ESL Day Program** (Literacy and Continuous Intake): A full-time day program consisting of courses in reading and writing, designed for immigrant and refugee students (100%) sponsored by CEIC.
2. **ESL Learning Centre:** A part-time ESL program consisting of courses in reading, writing, and spoken English. The majority of students who enrol in this program are immigrants or refugees who wish to be admitted to regular programs at the college (80%); the remainder are immigrants/ refugees studying English in preparation for employment or for personal improvement.
3. **ESL Workplace Program:** A full-time special program consisting of courses in Technical English and Job Skills English. This program is pursued exclusively by immigrants and refugees studying English in preparation for employment. These students are placed in jobs for 70% to 80% of their time in the program.

No foreign visa students are served by these programs. No changes to the programs are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 3.5 instructors in regular session, 2.5 with perm. status; staff decreases by 1 in summer.

Min. Academic Qualif.: Univ. degree in English, Education, or a related field.

Perm. Staff Academic Qualif.: B-3.5.

Prof. Exper.: A minimum of 3 yrs ESL teaching exper. is normally expected. *Ave. Prof. Exper.:* perm. staff 6-8 yrs, entire staff 4-8 yrs; summer staff – N/A; univ. students are hired to work in the program.

Specialization: None in particular.

Resources:

Language Lab: None.

ELT Library/Resource Centre: None.

Study Facilities: Within ELT unit.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Information not avail.

Selection/Entrance Criteria: *Education:* no req., although literacy in L1 is preferred. *Age:* 18 up. *Proficiency in English:* no req. specified. Other: CEIC chooses students for ESL Day Prog.

Placement Criteria: No levels system. In Day Prog., students' indiv. needs are met through the use of aides, tutors, and volunteers. Initial placement is based on a special placement test, developed locally.

Promotion Criteria: Locally-prepared tests of various types are used for evaluation and exit purposes in Day Prog.; these are teacher-specific.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; both locally-prepared and standardized tests are used: CAT (Gr. 9 reading level req.).

Program Information

Duration and Timing:
Day Program (Continuous Intake and Literacy: 4-month sessions, Jan-Apr, May-Aug, Sept-Jan.
ESL Learning Centre: program runs 10 months, Sept-Jun.
ESL Workplace: program runs 9 months, Feb-Nov.

Program Fees: Day Prog.: students are sponsored by CEIC. ESL Learning Centre: $15/month. ESL Workplace: N/C. No additional fees.

Class Size and Sectioning: *Ave. Class Size:* Day Prog. 15, ESL Learning Centre 15-20, ESL Workplace 10. *Sections:* Day Prog. & ESL Learning Centre -- multiple sections, number flexible; ESL Workplace -- single section, not flexible.

Type of Student Served by Programs: Day Prog. & ESL Workplace: full-time, multi-purpose study in ELT unit. ESL Learning Centre: part-time, specific study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

ESL Day Program (Continuous Intake and Literacy)
- ESL 001 (reading, grammar, English usage)
- ESL 003 (reading, writing, grammar, English usage)

ESL Learning Centre)
- Reading
- Writing
- Spoken English

ESL Workplace)
- Technical English
- Job Skills English
- On-the-Job Training

Responsibility for Syllabus: Day Prog. and ESL Workplace Courses: usually the syllabus is the teacher's responsibility.

ESL Learning Centre: most courses have a loosely-specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic Orientation: Some academic orientation is provided by the ELT unit; details not avail.

Supplementary Cultural Orientation: Some cultural orientation is provided by the ELT unit; details not avail.

Assistance with English Style, Grammar, etc., on Assignments: Such help is rarely available, except occasionally when teachers may provide it on a voluntary and individual basis.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs 2-4 weeks to locate staff and space.

If a special prog. needed to be designed for them: about 4-6 weeks to prepare a course of studies.

For further information write:

Jean Phelps
Academic Studies Programmer
Division of Continuing Education
Lethbridge Community College
3000 College Drive South
Lethbridge, Alta. T1K 1L6
Tel. (403) 320-3388.

MOUNT ROYAL COLLEGE, Calgary, Alta.
Departments: (1) Faculty of Continuing Education and Extension: (2) Languages Department

General Description

ELT programs are offered in a complementary fashion by both the Faculty of Continuing Education and Extension and the Languages Department (a division of the Faculty of Arts), as explained below. The programs are of two basic types, the English As a Second Language (EASL) Day Program and Part-Time Evening Courses, although the first of these is further divided into credit and non-credit sub-programs, which differ in a number of respects.

1. **EASL Day Program:** The purpose of this program is to prepare prospective students for regular courses at Mount Royal College, at a technical school, or at a university. The program therefore emphasizes reading and writing skills; while oral work is included, there are no "conversation" or "survival English" classes. The EASL Program consists of two distinct sub-programs, as follows.
   - **English for New Canadians (ENC) Program:** A set of beginner and intermediate level, non-credit, full-time courses, given by the Department of Continuing Education and Extension at the Downtown College campus. Six courses/levels are offered, labelled A-F, each level involving 15 hrs/wk of classes, held mornings or afternoons (depending on the level) for 12-13 weeks. The major purpose of this non-credit program is to prepare new Canadians (landed immigrants or refugees) whose L1 is not English for the Advanced EASL Program discussed below. Foreign visa students cannot take ENC courses because these courses are non-credit, whereas visa students must have TOEFL scores of 535+ for admission to take credit courses at the College. Note: intermediate-level students may take one credit course in the Advanced EASL Program.
   - **Advanced EASL Program:** A set of credit courses for students at the advanced level of English proficiency (e.g., TOEFL 535-564). The purpose of this program is to prepare immigrants/refugees (80%) and foreign visa students (15%) for regular programs of post-secondary study, either at the college or elsewhere. Courses are given by the Languages Department at the Main (Lincoln Park) Campus. The program involves 11 hrs/wk of classes, held mornings or afternoons, for 15 weeks. Students may take up to 2 non-EASL (i.e., regular college) courses, upon approval. A small number of Canadian students whose L1 is not English (5%) also enrol in this program.
2. **Part-Time Evening Courses:** A variety of non-credit courses, offered in the evenings (once or twice a week, depending on course) or sometimes on Saturdays, by the Faculty of Continuing Education and Extension. Courses normally last 2.5 months. Details on student population are unavailable.

As noted above, the major purpose of the EASL Program is to prepare students for undergraduate post-secondary study; visa students are included in the Advanced Program. The most popular fields of entry at the college are computer science, business, and university transfer. No changes to the programs are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 14 instructors in regular session, 10 with perm. status; staff decreases by approx. 3 during summer.

Min. Academic Qualif.: B.A./B.Ed.

Reg. Staff Academic Qualif.: Cert. TESL-1, B-8, M-5.

Prof. Exper.: 3 years ESL teaching experience usually expected. *Ave.Prof. Exper.:* perm. staff 10 yrs, reg. staff 8 yrs, summer staff 7 yrs.

Specialization: Yes; pronunciation (1 teacher), writing (3), vocabulary (1), TOEFL preparation (1), Business English (1), discussion (1).

Resources:

Language Lab: Used for listening comprehension, pronunciation. *Accessibility:* both Advanced EASL and Part-Time Evening students use it as part of their classes. There is unfortunately no

lab at the Downtown Campus, where ENC classes (non-credit EASL) are held. *Degree of Use:* fair.

ELT Library/Resource Centre: At the Main Campus, there is a large library as well as a "resource island" where specific EASL books are housed.

Study Facilities: Other libraries and study halls within the college.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: All programs: about 1 month prior to beginning of classes.

Selection/Entrance Criteria: *Education:* Literacy in L1 req. *Age:* 18 up. *Proficiency in English*: all levels accepted. Levels determined by "sifting" process: (1) Preliminary test sifts out beginning students. (2) Michigan Test for remainder. Note: Visa students *must* have a TOEFL score of 535 + for admission to the college. Those with a score of 565 + can apply for entrance into any college program of their choice.

Placement Criteria: Levels A-F in ENC (beginner and intermed. levels). Students move from level to level. No levels in Adv. EASL (just different courses). Placement criteria the same as for acceptance (see above).

Promotion Criteria: Locally-prepared written tests of various types, across sections. A minimum grade of 75% is required for advancement to the next level of the ENC Program or out of the Advanced Program.

Specified English Proficiency Required for Entrance into Regular Courses? Yes. (1) 75% in each of the first 3 Advanced EASL courses (see **Courses Offered in Program** below) allows students to pass out of EASL Program. (2) But all students at Mount Royal College must take Basic Skills Tests before achieving clear entry into their desired programs: (a) Nelson-Denny Test and Essay, (b) Watson-Glazer Test. (Scores required vary with program of entry and number of applicants.) These tests are administered by the Student Services Dept.

Program Information

Duration and Timing:
ENC: 3 month sessions, Sept-Dec, Jan-Apr, May-Jul.
Adv. EASL: 4 month sessions, months same as ENC.
Evening Courses: 2.5 months each, same months.

Program Fees: ENC: $170/session. Adv. EASL: Can. $350 max.; Foreign $475 max. (scaled according to how many credits the student is taking); Student Activity Fee $27.50, Building Fund $7.50. Evening Courses: $65-85 per course.

Class Size and Sectioning: *Ave. Class Size*: ENC 20, Adv. EASL 25, Eve. Courses 20. *Sections* multiple in all programs, but numbers not flexible.

Type of Student Served by Programs:
ENC: full-time, pre-academic study in ELT unit.
Adv. EASL: full-time or part-time pre-academic study in ELT unit.
Eve. Courses: part-time study, shared or specific, in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)'

English for New Canadians Program:

- Syllabus "A" (beginner level English)
- Syllabus "B" (high beginner level English)
- Syllabus "C" (low intermediate level English)
- Syllabus "D" (intermediate: writing focus)
- Syllabus "E" (intermediate: oral focus)
- Syllabus "F" (intermediate writing: remedial)

Advanced EASL Program:

- EASL 1146 - Advanced Vocabulary (Latin & Greek roots)

- EASL 1147 - Advanced Writing (composition -- emphasis on sent. structure, para. devt., essay writing, etc.)
- EASL 1148 - Advanced Reading (reading comprehension and vocab. development)

Note: Students must achieve a grade of at least 75% in the above 3 courses to pass out of the EASL Program.

- EASL 1149 - TOEFL Preparation - optional (advanced grammar; listening and reading comprehension; TOEFL question practice)

Evening Courses:

- TOEFL Grammar: Advanced Grammar
- Advanced Discussion (spoken English)
- Improving Your Writing (grammar & comp., intermediate level)
- Pronunciation (indiv. trouble spots, stress & intonation)
- Business English for Non-Native Speakers (general principles of administrative writing, bus. communic.)

Responsibility for Syllabus: ENC and Adv. EASL: most courses have a fairly well-specified syllabus which the teacher is expected to follow. Evening Courses: most courses are the teacher's responsibility.

Supplementary Academic Orientation: There is a paid EASL Advisor who assists all students in their choice of supplementary courses and in preparing to enter other programs.

Supplementary Cultural Orientation: Not formally provided.

Assistance with English Style, Grammar, etc., on Assignments: The ELT unit provides such assistance on a regular basis, as one of its responsibilities.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 1 mo.

If a special prog. needed to be designed for them: 2 mo.

For further information write:

Brenda Glazer
Chairman, Languages Dept. (until June 15, 1988)
Mount Royal College
4825 Richard Rd. SW
Calgary, Alta. T3E 6K6
Tel. (403) 240-6528.

(OR)

Lorna Smith
International Education Coordinator
Faculty of Continuing Education
Mount Royal College
4825 Richard Rd. SW
Calgary, Alta. T3E 6K6
Tel. (403) 240-6283.

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY (SAIT), Calgary, Alta.
Program/Dept.: Career Communications, Communication Arts Department

General Description

ELT services at SAIT are offered by the Communication Arts Department, an established department that has other responsibilities as well. One ELT program, called English for Specific Purposes is provided by Career Communications to improve the English skills of international students, thereby increasing the likelihood of their success in technology programs of their choice. This program is preparatory and oriented towards ESP; foreign visa students (80%) as well as Canadian students whose first language is not English (20%) pursue it full-time until they are ready to enter regular programs at the Institute, most commonly in the fields of Aviation, Business, Petroleum, or Electronics. At the present time (spring 1988), the program is not formal or systematic but rather "ad hoc." ELT instruction is custom-designed to accommodate:

- the competencies of the incoming students
- the technology or program to be completed
- the time available for practice
- the size of the group involved
- the amount of funding available

The ELT unit is making plans, however, to implement a more systematic ESL program in the fall of 1988.

ELT Teaching Staff and Resources

Staff: 1 instructor on regular staff, with perm. status; staff member in place during summer.

Min. Academic Qualif.: Bachelor's degree.

Perm. Staff Academic Qualif.: M-1.

Prof. Exper.: 3-5 years teaching ESL usually expected of staff members. Experienced part-time staff also.

Specialization: Yes; instructors are expected to be familiar with specific areas of technology as well as ELT. Some of these areas at SAIT are Business Administration, Electronics, and Petroleum Engineering.

Resources:

Language Lab: Used for pronunciation and listening comprehension practice. *Accessibility:* Used for individual assignments. *Degree of Use:* Minimal.

ELT Library/Resource Centre: Learning Assistance Centre.

Study Facilities: Learning Assistance Centre and other libraries or study halls in the institution.

A-V Centre: Equipment is available from an A-V Centre shared with other departments; however, the Communication Arts Department also owns its own equipment.

Student Placement and Evaluation

Notice Time for Prog. Entry: 4 weeks preferred.

Selection/Entrance Criteria: Education: requirements as necessary for admission to the Institute. Age: 18 up. Proficiency in English: No specific requirement yet established for entrance to ELT program. (TOEFL 560 req. to enter regular 2-year technology streams).

Placement Criteria: Students' progress is individualized -- formal "class-sized" groups are not relevant. Each student continues in ELT until he/she can function adequately in the desired field of technology. Placement criteria are not needed, then, as there are no formal levels. Most students take the TOEFL or a similar test for diagnostic purposes.

Promotion Criteria: Locally-prepared tests of various types, both teacher-specific and across sections. Also, the unit collaborates with other institutions in Calgary, in the testing area.

Specified English Proficiency Required for Entrance into Regular Courses?) Yes; TOEFL 530 required to enter regular 2-year technology streams.

Program Information

Duration and Timing: No set program length; students continue with ELT until required competence is achieved.

Program Fees: Information not avail.

Class Size and Sectioning: Group sizes vary; instruction and progress are mainly individualized.

Type of Student Served by Programs: Full-time, pre-academic study in ELT unit.

Courses Offered in Program:

Reading

Writing [several levels]

Reasoning

Speaking and Presenting [minor emphasis]

Responsibility for Syllabus: Most courses have a fairly well-specified syllabus which the teacher is expected to follow.

Supplementary Academic Orientation: Yes; Learning Assistance Centre provides instruction in time management, assignment planning and management, and study skills, as well as orientation to word processing and computing.

Supplementary Cultural Orientation: Yes; International Student Advisor aids international students with integration into community on arrival – provides orientation to food, language, religion, economic activities, etc.

Assistance with English Style, Grammar, etc., on Assignments: Available from Learning Assistance Centre. Students receive assistance through computer-managed learning, one-on-one tutorials, and directed assignments.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: After Sept 1, 1988, the proposed new ELT program will be able to accommodate such groups. The usual notice time of 4 weeks will be preferred.

If a special prog. needed to be designed for them: Information not available.

For further information write:

Ms. Georgina Kiraly
Program Supervisor
Communication Arts Department
Southern Alberta Institute of Technology
1301 - 16 Ave. NW
Calgary, Alta. T2M 0L4
Tel. (403) 284-7087.

SASKATCHEWAN

UNIVERSITY OF REGINA, Regina, Sask.
Centre: English as a Second Language Centre

General Description

The English as a Second Language Centre is a special unit, with a separate budget, in the Faculty of Extension. The Centre offers three basic types of program.

1. **English for Academic Purposes (EAP):** This program consists of a set of immersion or intensive courses for university-bound students, designed to provide students with oral and written English language skills sufficient to follow their university programs successfully. The immersion courses ("Program A") are offered during the summer, and the intensive courses ("Program B") are given in both the fall and winter semesters (3 months each). Both variants are structured to accommodate three levels of proficiency, namely lower intermediate, higher intermediate, and advanced. The vast majority of students enrolled in this program (90%) are international visa students; the remaining 10% are immigrants or refugees who are studying English in preparation for university admission.
2. **Nightclasses Program:** This program consists of a set of nightclasses in various skill areas, intended for both university students and the community at large. About half the students enrolled are visa students; the others are immigrants or refugees preparing for university work (10%) or immigrants/refugees studying English in preparation for employment or for personal improvement (40%).
3. **English for Specific Purposes (ESP):** Programs of this type, all one-of-a-kind, consist of special courses for contract groups of foreign visa students (100%).

All of these programs, particularly the EAP program, have as one objective the preparation of visa students for undergraduate university work, with the usual fields of study being Business Administration, Engineering, and Science. Preparing visa students for graduate work is not a major purpose. One important change is planned for the near future: the ELT unit intends to add a new program consisting of language courses for tourists, called "English for Communication and Commerce." These courses will combine language learning with western-style socio-cultural activities.

ELT Teaching Staff and Resources

Staff: 9 instructors on regular staff, 4 with permanent status; no variation in summer.

Min. Academic Qualif.: Bachelor's degree.

Staff Academic Qualif.: B-6, M-3.

Prof. Exper.: Usually ESL teaching experience at the university level in Canada and/or teaching experience abroad are preferred. However, teaching K-12 or comm. college ESL (2 yrs), or 5 yrs teaching exper., may be acceptable. *Ave. Prof. Exper.:* Perm. staff 15 yrs, entire/summer staff 10 yrs.

Specialization: Yes. All instructors are experts in either oral or written communication. The other areas listed below are in addition to this requirement (no. of specializing teachers in parentheses): Oral Communication (5), written comm. (4), English for Business (2), Study Skills & Learning Theory (1), Academic & Cultural Orientation (2), Literature for ESL Students (1), English for Occupational Purposes (2).

Resources:

Language Lab: Used for lower and higher intermediate levels. Major use: A variety of listening activities which can be followed up by writing or speaking activities either in the lab or later in the classroom. *Degree of Use:* Currently minimal, but will increase once lab is upgraded (as planned).

ELT Library/Resource Centre: None.

Study Facilities: Other libraries and/or study halls in the institution.

A-V Centre: Shared with other departments. Also, ELT unit has its own additional equipment and supplies.

Student Placement and Evaluation

Notice Time for Prog. Entry: EAP Progs.: 2 wks. Nightclasses: no notice time req.

Selection/Entrance Criteria: *Education*: EAP students normally have complete high school or equiv. (though ELT unit does not require this documentation for acceptance). *Age:* Grade 11 age (16) and up. *Proficiency in English:* Yes, as measured by one of the following -- (1) TOEFL - score between 375 and 599 req. for EAP admission. (2) Regina Test of English Proficiency (RTEP). (3) Michigan Test.

Placement Criteria: 3 levels in EAP Prog.: EAP 030 (lower int.), EAP 040 (higher int.), EAP 050 (advanced). Students are placed into levels according to scores on a pretest given to all students. Also, TOEFL scores may be used where they can be obtained: 375-449 = EAP 030, 450-524 = 040, 525-599 = 050. RETP: 50-59 = 030, 60-72 = 040, 73-84 = 050.

Promotion Criteria: Locally-prep. written and oral tests of various types, some teacher-specific (quizzes) and some across sections (mid-term and final exams). 75% of grade based on assessment of classwork (incl. writing assignments, study skills, vocab. devt., reading comprehension, etc.), 25% based on exams.

Specified English Proficiency Required for Entrance into Regular Courses? Yes. (1) TOEFL: 600 req., will be 580 in the near future; admin. externally. (2) Michigan Test: 85 req., may change; admin. externally. (3) RTEP: 85 req., will be 83 in the near future; admin. by ELT unit. Note: Students who pass EAP 050 are not required to submit proficiency test scores; a final passing grade is accepted by the University of Regina (only) for admission into regular programs.

Spec. English Prof. Req. for Acceptance into Graduate Programs? Yes. No consultation req.; Sch. of Grad. Studies simply uses TOEFL scores (530-580 req.) or equivalent. Special consideration is given to visa students, in that lang. prof. requirements are much more flexible for graduate visa students than for undergrad. visa students.

Program Information

Duration and Timing: EAP Prog. "A": Summer immersion prog., 2 mo, Jul-Aug, 25 hr/wk.
EAP Prog. "B": Intensive prog., 17 hr/wk, 3-month sessions Sept-Dec, Jan-Apr.
Nightclasses: 2 hr/wk for 12 weeks, 2 sessions Sept-Dec, Jan-Apr.

Program Fees: EAP Prog. "A" or "B": $800/session, Stud. Activity Fee $50/session, textbooks about $75. Nightclasses: $80/course (12 wks), no additional fees.

Class Size and Sectioning: *Ave. class size* 16, all progs.; lower intermed. classes tend to be smaller (around 10). *Sections:* In EAP Prog., multiple sections, number flexible; in Nightclasses Prog., single sections, number not flexible.

Type of Student Served by Programs: EAP Progs.: Full-time, pre-academic study in ELT unit. Nightclasses: Part-time, shared academic or specific study. ESP Progs.: Full-time or part-time, multi-purpose study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

EAP Program: Courses are actually levels --EAP 030 Lower Intermediate Level *2 instructors* (writing/ grammar/vocab./ listening/ speaking)

EAP 040 Higher Intermediate Level *3 instructors* (writing, vocab.-reading comprehension, listening/speaking)

EAP 050 Advanced Level *5 instructors* (writing; listening/ speaking; vocab.-reading comprehension; study-skills/ learning theory; literature)

Nightclasses: Courses --

- Intermediate Writing
- Advanced Writing
- Advanced Listening and Speaking
- Pronunciation and Fluency
- Proficiency Test Preparation
- Word Processing
- Advanced Vocabulary

ESP: Courses vary with contracts – different students, needs, etc. Example of course:

- Orientation for Scholars and Students from China (Academic and socio-cultural orientation with English medium instruction)

Responsibility for Syllabus:
EAP: Most courses have a loosely-specified syllabus which the teacher uses mainly as a guideline.
Nightclasses: The syllabus is the teacher's responsibility.
ESP: Same as EAP.

Supplementary Academic Orientation: Yes, provided by the Student Union and Student Services. Student Union: "Open Houses" by the various univ. departments, with presentations of academic programs followed by Q-A periods; a buddy system for new students. Student Services: Seminars and short courses for study skills, career counselling, etc.

Supplementary Cultural Orientation: Not formally provided.

Assistance with English Style, Grammar, etc., on Assignments: As a general rule such help is rarely available, except occasionally when teachers provide it on a voluntary and informal basis. However, nightclasses in Int. and Adv. Writing are offered ($80 each), where indiv. assistance is available. Also, two of the federated colleges offer indiv. assistance free of charge.

Past Experience with CIDA-Sponsored Students

General Information: One CIDA-sponsored group has attended during the past 5 years, a 12-student group attending the Sask. Indian Federated College (S.I.F.C.). This group consisted of native Indians from various South American countries. They were studying models of native education and community development.

Instruction in ELT Unit: This group received ESL instruction from the ELT unit. In particular, a special course in oral communication was designed for them; it was financed by CIDA jointly with S.I.F.C. This group received special treatment with regard to the satisfying of English prof. prerequisites for university entrance: they were admitted as special students and the lectures at the College were given in Spanish. For this group the language training was a peripheral component, to which neither sufficient time nor money had been allocated. As a result most of the students were not able to carry on a conversation or conduct an interview.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 2 wks.

If a special prog. needed to be designed for them: 1 month.

For further information write:

Ms. Penthes Rubrecht
Director
English as a Second Language Centre
Campion College 121
University of Regina
Regina, Sask. S4S 0A2
Tel. (306) 584-4585.

UNIVERSITY OF SASKATCHEWAN, Saskatoon, Sask.
Centre: Centre for Second Language Instruction

General Description

The Centre for Second Language Instruction (CSLI) is a second language teaching unit that is devoted more to French, German, and Spanish instruction than ELT, though it does offer several small-scale ESL (or part-ESL) programs. The unit operates under the auspices of the Extension Division, and as an ancillary enterprise it is funded by research money, i.e., its operating costs are not part of the university base budget. The programs offered are as follows.

1. **English for Academic Purposes (EAP) Program:** A non-credit program intended for both native and non-native speakers of English who are, or intend to be, students at the university, i.e., enrolled in regular credit programs. The Centre also accepts non-university students into this program. Foreign visa students who wish to improve their English skills are among those who take advantage of this program, and a main purpose of the program is to prepare them for undergraduate work. Further details regarding the subcategorization of the student population are not available. Usually 2 sections of this program are run in any given term: (1) one EAP class primarily intended for native speakers of English, and (2) one EAP class for non-native speakers, containing both full-time and non-full-time students. This latter class will be referred to as the *ESL Class* in descriptions below.
2. **ESL/EAP Contract Program:** A program for international contract groups, organized and offered as necessity dictates. All students following this type of program are foreign visa students.

No changes to the program are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 2 instructors on regular staff, none with perm. status (all ELT staff are hired on a contractual basis). No summer variation.

Min. Academic Qualif.: B.A.

Perm. Staff Academic Qualif.: B-1, M-1.

Prof. Exper.: 5-10 yrs ESL teaching exper. expected of staff. Ave. Prof. Exper. of Regular Staff: 7 yrs.

Specialization: Yes; areas unspecified.

Resources:

Language Lab: None.

ELT Library/Resource Centre: Yes; housed within FSL library. Not extensive but quite adequate.

Study Facilities: information not avail.

A-V Centre: Equipment belongs to CSLI.

Student Placement and Evaluation

Notice Time for Prog. Entry: No notice required, as courses begin when enough students have enrolled.

Selection/Entrance Criteria: *Education:* information not avail. *Age:* prefer 20+. *Proficiency in English:* foreign students should have 550+ TOEFL, although some foreign student groups have undergone TOEFL instruction in the ELT unit in the past (e.g., Libyans).

Placement Criteria: Levels system used; details not avail. Criteria flexible, but TOEFL score the usual indicator. Also locally-prep. tests of various types.

Promotion Criteria: Promotion is not an issue. Students simply take the EAP program for personal improvement in English skills.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; TOEFL used as the criterion, 550 score expected; admin. externally.

Program Information

Duration and Timing: EAP Program: a total of 24 class hours running over 8 weeks; offered Sept-Dec, Jan-Apr; no other information avail. ESL/EAP Programs: normally last 2 months but may be longer; Sept-Dec, Jan-Apr.

Program Fees: EAP Prog.: $110 tuition/24 hr course + $10 for testing. ESL/EAP Prog.: Cost is levied on a per capita basis, but varies; cannot be specific here, as there has not been a contract group for several years. Cost is linked to size of group – per capita cost goes down as group size goes up.

Class Size and Sectioning: *Ave. class size:* EAP – 12, ESL/EAP – varies. *Sections:* usually single, but number flexible.

Type of Student Served by Programs: Part-time, shared academic study in ELT unit. Full-time graduate students and non-students welcome.

Courses Offered in Program: (Content/Focus in Parentheses)

EAP Program

- EAP Class (writing, study skills)
- ESL Class (spoken English, help with writing)

ESL/EAP Contract Program

(content of courses varies with contract, student group, etc.)

Responsibility for Syllabus: Usually the syllabus is the teacher's responsibility.

Supplementary Academic Orientation: Yes, but usually provided on an ad hoc basis, whenever necessary or required. International Student Advisor gives orientation on Canadian academic system.

Supplementary Cultural Orientation: Provided by International Student Advisor. Orientation includes the following: student health, immigration, practical matters (shopping, winter clothing, banking, etc.), library and city tours, campus security, stages of cultural adjustment, social events, etc.

Assistance with English Style, Grammar, etc., on Assignments: Such help is rarely available, except when teachers provide it on a voluntary and individual basis.

Past Experience with CIDA-Sponsored Students

General Information: A. Six CIDA-sponsored students from overseas have attended the university on an individual basis over the past 3 years, all at the graduate level. Countries of origin: Guyana, India, Pakistan, Thailand, Sudan, & Zambia. Fields of study: Agriculture (4), Education (1), Veterinary Medicine (1). Three students (India, Pakistan, Guyana) were on 3-6 month practical training attachments; the others attended for 2-4 years. Five came directly through CIDA; one was sponsored by Agdevco-Regina. B. Ten groups of foreign students have attended the university on CIDA sponsorship over the past 3 years, as follows:

1. 9 students from Brazil, all in Agric. (5 M.Sc., 4 Ph.D.).
2. 3 groups from China: (a) 1 group of 6 in M.Sc. & Ph.D. programs in Agric. (b) 1 group of 6 in Agric. Technology. (c) 1 group studying Engineering, Master's level.
3. 32 students from Tanzania, all studying Agric. at various levels – Technologists, M.Sc., or Ph.D.
4. 8 students from Zambia in M.Sc. programs (1 Ph.D.) in Agric.
5. 3 students from Indonesia in Master's level programs in Vet. Med.
6. 27 students from Somalia in Master's level programs in Agric., Med., Vet. Med., & Education.
7. 2 students from Thailand in Master's programs in Chem., Geology.
8. 8 students from Sudan in Master's programs in Law.

Instruction in ELT Unit: None of the students attending on an individual basis required ELT assistance. Of the various groups, two received ESL instruction: the small group of Indonesians and the Somali students (who came in groups of 7 or so). Special ESL/EAP programs were provided for these students; both were financed by CIDA. Other groups actually needed ESL training as well, but were unable or unwilling to pay for it.

Comments: CIDA-sponsored students from China generally have good grammatical skills and fairly good writing skills, but they lack oral skills and hence suffer in terms of understanding lectures and being understood. The Indonesian students had great difficulties with English on arrival, and a whole year of their program had to be devoted to preparing them. Steps are now being taken to prepare such students better in Indonesia, prior to their arrival in Canada.

Special Treatment: As regards special treatment in the matter of satisfying English proficiency prerequisites for university admittance, the Somali students did not have to meet the TOEFL requirement.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 2-3 months.

If a special prog. needed to be designed for them: Information not available.

For further information write:

Roy Wagner
Acting Director
Centre for Second Language Instruction
33 McLean Hall
University of Saskatchewan
Saskatoon, Sask. S7N 0W0
Tel. (306) 966-4351.

SASKATCHEWAN INSTITUTE FOR APPLIED SCIENCES AND TECHNOLOGY, Regina, Sask.
Centre: Wascana Campus, ESL Centre

General Description

The S.I.A.S.T. ESL Centre, which operates out of the Wascana Campus, is a self-contained unit dedicated specifically to ELT. It serves mainly immigrants and refugees (99%) who are studying English in preparation for employment or, occasionally, for personal improvement; the majority of these students are sponsored by CEIC. The ELT program is divided into 4 distinct "courses," each representing a definite proficiency level and oriented towards a particular objective.

1. **ESL Literacy:** A course designed for students who can neither read nor write (years educ. in native country) or who have no familiarity with the Roman alphabet. Students at this level tend to have very little background in English, and this course provides them with the basis for moving forward to other levels of language training.
2. **ESL Basic:** A course intended (a) for students with a fair educational background (5-9 years in native country) who are familiar with the Roman alphabet and can read and write English slowly but have had no formal ESL training, or (b) for students who have progressed from the ESL Literacy level. This is a general ESL course which aims to increase proficiency in the 4 basic skills.
3. **ESL Occupational English:** A course focusing on full-time language preparation for employment, intended for (a) students with 10 + years of education, no trouble reading/writing English, and some formal ESL training, or (b) students who have progressed from the ESL Basic level.
4. **ESP Job Search Skills:** A full-time job preparation course, for students who have entered the country with a high level of language skills or who have done well in the ESL Occupational English level.

The ELT unit also offers part-time evening Conversation and Writing courses; these constitute a small part of the program, however, and will not be described any further below. Preparing visa students for undergraduate university work is not a responsibility of this program. No changes to the program are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 17-20 instructors, 14 (+ coordinator) with perm. status. No variation in summer (program runs year-round).

Min. Academic Qualif.: B.A. or B.Ed.

Staff Academic Qualif.: Cert. TESL-1, B-11, M-5. All staff have training in "Threshold" program (see below).

Prof. Exper.: Average 4.5 years, all staff.

Specialization: None in particular.

Resources:

Language Lab: None.

ELT Library/Resource Centre: Not formal with librarian, etc.; each centre has a small Library/Resource Centre for instructor use.

Study Facilities: Classrooms.

A-V Centre: None; equipment is stored in classroom closets, shared by all staff at each centre.

Student Placement and Evaluation

Notice Time for Prog. Entry: Most students are sent by CEIC; the ELT unit gives a pretest and recommends the level at which the student should begin. Courses are run at each level as soon as there is a sufficient number of students. Thus no notice time is normally req.; class scheduling is dependent upon external factors (immigration levels and CEIC work loads).

Selection/Entrance Criteria: *Education:* no req. *Age*: 18-65. *Proficiency in English:* No req. All adult students are accepted, but the Centre reserves the right to discontinue any student who proves disruptive to the program.

Placement Criteria: Different courses represent different levels. For placement, all prospective students are tested in reading and writing; those with some knowledge of English are given a listening comprehension test.

Promotion Criteria: At the mid-point and at the conclusion of the literacy class, students are re-tested for handwriting and reading readiness skills; the N73 Listening Comprehension Test is also given. Handwriting and reading skills are also re-tested at the mid-point and conclusion of the Basic class. Also at the conclusion, students are administered the N73 and OLAF tests (see below). In Occupational English -- the core class -- students are given regular objective listening comprehension and free oral expression tests approximately every 5 weeks. They are streamed and re-streamed so that each student works as far as possible at his/her own level. *Tests Used (at the Occupational English Level)*: Two CEEL tests -- N73 Listening Comprehension and OLAF (free oral expression). Course-specific tests are also taken into account in the streaming process (i.e., tests that are an integral part of the Threshold method).

Specified English Proficiency Required for Entrance into Regular Courses? N/A. Students who want to go into "upgrading" classes take the CTBS test; those who want to go on to university take the TOEFL.

Program Information

Duration and Timing: Classes are started as needed; no set dates. Note: *not* continuous intake into classes. Normal lengths of courses: ESL Lit. 4 mo, ESL Basic 4 mo, ESL Occ. Engl. 5 mo, ESP Job Search 2.5 mo.

Program Fees: Most students are CEIC-sponsored. Those that are not pay $80/mo for full-time study, $50/mo for part-time. No additional fees.

Class Size and Sectioning: *Ave. class sizes* 10-12, all courses; ESL Occ. Engl. sometimes slightly larger, esp. in morning classes. *Sections:* Usually multiple sections, number flexible, except for ESP level where there usually are not enough students to justify 2 sections.

Type of Student Served by Programs: All programs: full-time, multi-purpose study in ELT unit (mostly prep. for employment), though some students study part-time. Mainly new Canadians; some visa students, some Quebecois.

Courses Offered in Program:
See **General Description** for brief explanations of 4 courses/levels. Further information regarding content/focus and objectives:

ESL Literacy: Students learn to read and write, and some of the basics of English.

ESL Basic: Objective is to increase reading and writing facility and to expand speaking skills.

ESL Occupational English: Objective is to increase listening skills, oral fluency, and writing skills. Students ordinarily reach different levels, depending on both entry level and educational background. "Threshold," a highly structured method, is used during morning classes, while cultural orientation takes place during the afternoons. Before the end of class, students go out on a two-week, part-time work placement.

ESP Job Search Skills: Objective is to give students intensive training in resume writing, interview techniques, cultural differences, introduction to North American work ethic, etc. Before the end of class, students go out on a two-week, full-time work placement.

Responsibility for Syllabus: Most courses have a loosely-specified syllabus which the teacher uses mainly as a guideline. Exception: the Threshold component of ESL Occ. Engl., which is highly structured.

Supplementary Academic Orientation: Not formally provided (N/A).

Supplementary Cultural Orientation: Cultural orientation is an integral part of all ESL courses and need not be offered as supplementary.

Assistance with English Style, Grammar, etc., on Assignments: N/A.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: a few weeks.

If a special prog. needed to be designed for them: several months.

For further information write:

Betty Beaglehole
Coordinator, ESL Centre
SIAST Wascana Campus
2115 Athol St.
Regina, Sask. S4T 3E8
Tel. (306) 787-1354.

SASKATCHEWAN INSTITUTE OF APPLIED SCIENCE AND TECHNOLOGY (SIAST), Saskatoon, Sask.
Centre: Kelsey Campus, English as a Second Language Dept.

General Description

A special unit devoted exclusively to ELT offers 3 separate programs that are primarily designed to help newly-arrived immigrants to integrate into Canadian society.

1. **Occupational English Program:** A full-time, 20-week basic ESL course at several levels, for newly-arrived immigrants and refugees sponsored by CEIC, designed to help students learn functional English and basic survival in a new culture and country. The focus of this program is on conversation and written English.
2. **Speech Correction:** A full-time course taken by about 5% of Occupational English students who wish to further enhance comprehension skills and attempt speech modification; students enrolling in this course are also sponsored by CEIC.
3. **ESL Part-Time Program:** Consists of multi-level courses for fee-paying students, mostly new immigrants but including some foreign visa students (3%). Levels vary according to the language proficiencies of students enrolled. Courses are offered on a regular basis during days and evenings, to accommodate those students who are not able or not eligible to come full-time. Nature of courses: information not available.

Preparing foreign visa students for graduate or undergraduate study is not a responsibility of these programs. No changes to these programs are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 11 instuctors on regular staff, 9 full-time (20 weeks instr.) and 2 part-time; staff increases by about 2 in summer.

Min. Academic Qualif.: (1) valid teaching certificate (2) min. 4 yrs of post-secondary education with a major in TESL or linguistics (or equiv.) (3) training in cross-cultural education (esp. as it relates to immigrants) (4) some training in cross-cultural counselling skills. *Full-time Staff Academic Qualif.:* B-8, Basic Teaching Cert.-1.

Prof. Exper.: Expected: (1) some experience in providing community and cultural orientation for new Canadians (2) min. 2 yrs experience teaching ESL to adults (or equiv. combination of TESL & adult ed.). *Ave. Prof. Exper.:* Full-time staff 5-8 yrs, entire staff 1-5 yrs.

Specialization: Some teachers have special areas of expertise, e.g. speech modification, literacy development.

Resources:

Language Lab: Used for vocab. comprehension, listening and repeating practice. *Accessibility:* All classes are scheduled daily to use the lab (instructor- supervised sessions). *Degree of Use:* Extensive.

ELT Library/Resource Centre: None for students; a very well-equipped resource centre for instructors.

Study Facilities: Within ELT unit, in classrooms.

A-V Centre: Equipment belongs to ELT unit.

Student Placement and Evaluation

Notice Time for Prog. Entry: Class schedule is approved by CEIC; no information available on specific notice times.

Selection/Entrance Criteria: *Education:* no req. *Age:* 18 up. *Proficiency in English:* no req.; students are evaluated on entrance by means of the following tests: (1) OLAF (Threshold - self access pair learning) computer. (2) N73 Comprehension test. (3) a basic grammar test. (4) an interview. (5) a short written exercise. Other entrance criteria: readiness for learning, attitude towards learning, literacy level.

Placement Criteria: Occupational English Program & ESL Part-time Program have different levels; details not available. Placement criteria: see details on entrance tests above.

Promotion Criteria: Students in full-time programs are tested every 5 weeks and moved to appropriate levels.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; following 20 weeks in Occupational English Program, students have the opportunity to move on to regular programs at the Institute. Criteria: the same tests as listed above are used for determining readiness for entry into regular academic/ vocational programs; also, CTBS tests are used when necessary. All tests administered by ELT unit.

Program Information

Duration and Timing: Occ. Engl.: Students spend 20 weeks in program; offered year-round, CEIC-financed. Speech Corr.: 13-week course. Part-time ESL: Offered year-round.

Program Fees: Occ. Engl. & Speech Corr.: N/C (CEIC-sponsored). Part-time ESL: Foreign $2.50/hr, Can. $0.60/hr. No additional fees.

Class Size and Sectioning: *Ave. Class Sizes:* Occ. Engl. 16, Speech Corr. 12, Part-time ESL 10-15. *Sections:* All programs -- multiple sections, number not flexible.

Type of Student Served by Programs: Occ. Engl. & Speech Corr.: full-time, multi-purpose study in ELT unit. Part-time ESL: part-time, shared academic/ vocational study in ELT unit.

Courses Offered in Program: No details available; see **General Description** for brief account of program content/focus.

Responsibility for Syllabus: Occ. Engl. & Part-time ESL: most courses have a loosely-specified syllabus which the teacher uses mainly as a guideline. Speech Corr.: Outlined by instructor according to specific guidelines.

Supplementary Academic Orientation: Yes; ELT unit has a part-time ESL counsellor who assists students ready for academic training or for establishing career goals; available for personal counselling.

Supplementary Cultural Orientation: Provided by Open Door Society, which assists in settling immigrants and helps them achieve their basic needs.

Assistance with English Style, Grammar, etc., on Assignments: N/A.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: no lead time required for a group of 15.

If a special prog. needed to be designed for them: would depend on type of student (level, age, etc.).

For further information write:

Elfrida Dueck
ESL Program Coordinator
Saskatchewan Institute of Applied Science and Technology
Kelsey Campus
P.O. Box 1520
Saskatoon, Sask. S7K 3R5
Tel. (306) 933-8385.

MANITOBA

BRANDON UNIVERSITY, Brandon, Man.
Department: Office of Extension

General Description

At present there is no ELT unit at Brandon University. The Office of Extension is hoping to establish an English Language Institute in which foreign students could upgrade their language skills while taking some degree credit courses, on a "provisionary basis." Such a program appears to be needed, inasmuch as a number of the foreign students now in attendance at the university would undoubtedly benefit from a certain amount of ESL instruction. The only form of assistance currently provided for them is cultural orientation: the Student Services Department offers a preliminary orientation session in September, a Handbook, and on-going advising on an individual basis. No further information is available.

Past Experience with CIDA-Sponsored Students

About 8 CIDA-sponsored students have attended Brandon University on an individual basis over the past 5 years; these students required some form of ELT assistance (nature unspecified). No CIDA-sponsored groups have attended. No further information is available.

For further information write:

Beth Westfall
Office of Extension
Brandon University
Brandon, Man. R7A 6A9
Tel. (204) 727-9604.

UNIVERSITY OF MANITOBA, Winnipeg, Man.
Centre: Learning Resource Centre

General Description

ELT services are provided by the Learning Resource Centre, a student support unit that offers other kinds of services as well (study skills instruction, speed reading and comprehension courses, tutorial services, etc.). The regular **ESL Program** consists of 4 courses designed for foreign visa students (65%) and immigrant students (35%) at the university whose competence in English may need development to a more advanced level to meet newly-encountered academic demands. The 4 courses focus on the following topics: general ESL skills, oral EAP, academic writing, and reading/ listening (see details below). All courses are of 30 hours duration (ten 3-hour classes given once a week, evenings or sometimes on Saturdays). The centre also delivers **Special English Immersion Programs** for particular groups of students who enter undergraduate or graduate programs at the university but who require intensive English immersion experience to raise their oral and written fluency. (Few details about these special programs are given below, as emphasis will be on the regular ESL courses.) The ESL courses are primarily intended to support visa students enrolled in regular academic programs, either undergraduate or graduate, rather than to prepare them for those programs. The most common fields of study pursued by ELT students are Science, Engineering, Agriculture, Management, and Psychology, although many other fields are represented also. No changes to the present ESL Program are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 1 coordinator plus 2 instructors in regular session; instructors (1 full-time, 1 part-time) have sessional status only. Usually no ELT teaching staff in summer, although hourly paid staff are sometimes employed in this period and coordinator (with 12-month appointment) is present.

Min. Academic Qualif.: M.A. with courses and/or experience in ESL. Sessional Staff Academic Qualif.: M-2.

Prof. Exper.: There are no hard and fast requirements in this regard. **Ave.** *Prof. Exper.:* Sessional staff 12 yrs.

Specialization: Yes: oral (1 teacher), reading (1), writing (1).

Resources:

Language Lab: Used for pronunciation and grammar. *Accessibility:* Students use it for individual practice and class assignments. *Degree of Use:* minimal; students taking part-time courses lack the time to work as extensively as would be desirable, e.g. in lab.

ELT Library/Resource Centre: None.

Study Facilities: No space provided in ELT unit; many libraries and study halls exist throughout the institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: ESL Courses: no notice required, although students should apply early since there is a class-size limit. Special Programs: at least 1 month.

Selection/Entrance Criteria: *Education:* a certain level is automatic, as students must be enrolled at the univ. *Age:* no req. *Proficiency in English:* General ESL Skills course -- low intermediate acceptable; other courses -- high intermed. to advanced expected. *Other*: determination and enthusiasm about learning English are definite assets.

Placement Criteria: There are no levels, only single courses. An orientation session prior to registration gives students an idea of which courses might be useful to them.

Promotion Criteria: None; single courses only.

Specified English Proficiency Required for Entrance into Regular Courses? Yes, but this proficiency is not achieved in ELT courses, which are simply for upgrading the English skills of students already admitted to regular programs.

Program Information

Duration and Timing: ESL Courses are each 30 hrs in duration (one 3-hour class per week for 10 weeks). Offered Sept-Dec and Jan-Apr.

Program Fees: $90/course; no additional fees.

Class Size and Sectioning: *Ave. Class Size* 15. *Sections* multiple, number flexible.

Type of Student Served by Programs: ESL Courses: part-time, shared academic study in ELT unit.

Courses Offered in Program:: (Content/Focus in Parentheses)

General Skills in ESL (strengthening the student's foundation in English grammar; practice in 4 skills)

Oral English for Academic Purposes (language and strategies used by English speakers in conversations and discussions; formal English for speechmaking and presentations; oral practice; pronunciation training)

ESL Training in Academic Writing (writing well-organized and coherent essays; variety of sentence forms; frequent assessment of written work, with indiv. attention)

Reading and Listening (increasing efficiency in reading and listening; improving vocabulary; learning to follow the development of ideas in texts and lectures)

Responsibility for Syllabus: Most courses have a loosely-specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic Orientation: Not formally provided, except in orientation session prior to registration when the various ESL courses are explained to interested students.

Supplementary Cultural Orientation: Not formally provided.

Assistance with English Style, Grammar, etc., on Assignments: The ELT unit provides some assistance to students registered in ESL courses, though no help is given with specific assignments still to be handed in.

Past Experience with CIDA-Sponsored Students

General Information: Three groups of CIDA-sponsored students have studied at the university *and* taken courses from the ELT unit during the past 5 years. Groups 1 and 3 were Indonesian graduate students working on their masters' degrees in Civil Engineering; there were about 10 students in each group, and both groups stayed for 2 years. Group 2 consisted of 3 Thai students working on their masters' degrees in various fields of Engineering; they also stayed for 2 years.

Instruction in ELT Unit: Special ELT courses needed to be geared to the needs of these students. In particular, the courses focused on social English, Academic English, and cultural orientation. CIDA paid to have these special courses developed. Otherwise, CIDA-sponsored students have not been an anomaly with regard to the usual demands for ELT services at the university. The Indonesian groups did receive some special treatment with regard to the satisfying of English proficiency requirements for entrance into regular academic programs, in that they were specially tested by the ELT unit with the usual TOEFL qualification waived. The ELT unit offers one recommendation: foreign students obviously require academic English and that should be emphasized, but special programs should pay attention to social needs as well.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: information not available.

If a special prog. needed to be designed for them: at least 1 month.

For further information write:

Valerie Baseley
Acting Coordinator
Learning Resource Centre
473 University Centre
University of Manitoba
Winnipeg, MB R3T 2N2
Tel. (204) 474-9251.

UNIVERSITY OF WINNIPEG, Winnipeg, Man.
Programs: TESL Education Program and Writing Programs

General Description

ELT services are offered as part of the TESL B.Ed. program at the University of Winnipeg, and also through the University Writing Program and the Writing Centre. Although these are mutually independent programs/ departments, they will be described together in this entry. For ELT services offered by the Continuing Education Division, see the next entry.

1. **TESL B.Ed. Program:** This is a special program for overseas students training at the university to become teachers of English in their countries of origin. The program includes a certain amount of ELT support, as the foreign students participating are not fully proficient in English. As well, the Education courses they take serve as vehicles for language instruction since all work, written and oral, is done in English.
2. **University Writing Program:** Currently in the process of implementation (spring 1988), this program will consist of a sequence of 2 writing courses for ESL students. It is anticipated that about half the students serviced will be foreign visa students; the remainder will be landed immigrants or refugees (45%) or Canadian students whose first language is not English (5%).
3. **Writing Centre:** The University Writing Centre is a special unit that offers individualized tutoring to ESL students experiencing difficulties with academic writing assignments. Proportions of student types are roughly the same as described for the University Writing Program.

The second and third programs are intended as support services for registered students, and do not serve the function of preparing foreign visa students for undergraduate or graduate work. With respect to anticipated changes to these programs, the University Writing Program is currently (1988) being implemented. In general terms, the many forms of ELT support services at the university continue to undergo progressive revision and improvement.

ELT Teaching Staff and Resources

Staff: 8 instructors on regular staff, all with perm. status. As of April 1988, plans were being made to hire an additional 5 instructors.

Min. Academic Qualif.: M.A.

Perm. Staff Academic Qualif.: Upon completion of hiring, all instructors will have the M.A. degree; one-third will have Ph.D.; one-third will have Cert. in TESL.

Prof. Exper.: 2 yrs ESL teaching experience desired. *Ave. Prof. Exper.*: Entire staff 6 yrs.

Specialization: Yes, in the following areas: Individualized Tutoring (6 instructors), Developmental Rhetoric (2), Rhetoric I (4), TESL Methods (2), Reading (2), Language Acquisition (2), Linguistics in Language Teaching (2).

Resources:

Language Lab: Used for (1) Phonetics & Phonology - transcription & production (2) Listening - intensive/extensive (3) Structure Drills. *Accessibility:* TESL B.Ed. classes. *Degree of Use:* Fair. Also a Text Processing Lab, used for course work and individual study; accessible to all university students on a priorization basis.

ELT Library/Resource Centre: Yes.

Study Facilities: Other libraries/ study halls in institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Different amounts of notice time are required for the different ELT programs -- specific information not avail.

Selection/Entrance Criteria: *Education:* All students must possess the educational qualifications required for university admission. *Age:* no req. *Proficiency in English:* Visa students must have TOEFL 550.

Placement Criteria: Placement is not a concern as there are no levels in the TESL B.Ed. program; in the University Writing Program, students must move through at least 2 sequential courses.

Promotion Criteria: Promotion is based on the passing of individual courses. Locally-prepared tests & exams are used for evaluation; also, successful completion of assignments, etc.

Specified English Proficiency Required for Entrance into Regular Courses? Yes, but this is not a concern of these programs, as students have already been accepted. (See next entry -- on Continuing Education Division -- for information about pre-university programs.)

Program Information

Duration and Timing: TESL B.Ed.: 4-year program; courses offered throughout the year. Writing Program: 2 courses, each of 1 semester duration; offered year-round. Writing Centre: N/A; open all year.

Program Fees: Each TESL B.Ed. program is contracted on the basis of full cost recovery; cost varies from program to program. Writing Program: Each course is actually a half-course; students pay normal half-course tuition of $97.50 for each (no difference between Can. and foreign student tuition). Additional Fees: Materials Fee $10.25/half-course; Student Activity Fee $12/yr; Athletic Fee $12/yr; Building Fund $1/yr; ID Fee $4.15/yr.

Class Size and Sectioning: *Ave. Class Sizes:* TESL B.Ed. 25, Writing Program 18, Writing Centre N/A (individual tutoring). *Sections:* Multiple, number flexible -- all programs.

Type of Student Served by Programs: TESL B.Ed.: full-time study in program. University Writing Program: part-time, shared academic study in ELT unit. Writing Centre: students are referred to the Centre for individual tutoring.

Courses Offered in Program: : (Content/Focus in Parentheses)

TESL B.Ed. Program)

- Literature Courses -- Commonwealth Lit.; Survey; Canadian Lit.
- Language Courses -- Composition; English Linguistics.
- TESL Courses -- Reading; Language & Literacy; Assessment & Diagnosis; Curriculum & Instruction. [Also, Language & Oracy and TESL Workshop, pending Senate approval]
- Education Courses -- Educational Settings; Psychology of Learning; Seminar and School Experience; Teaching Practicum.
- Other -- History of Education; Sociology of Education; Drama in Education; Arts/Science electives.

University Writing Program

- Developmental Rhetoric (mastering basic writing skills)
- Rhetoric I (internalizing a mature composing process; introduction to research procedures)

Responsibility for Syllabus: TESL B.Ed.: most courses have a loosely- specified syllabus which the teacher uses mainly as a guideline. University Writing Prog.: most courses have a fairly well-specified syllabus which the teacher is expected to follow. Writing Centre: tutoring is individualized to meet the needs of the student.

Supplementary Academic Orientation: Yes. (1) The TESL B.Ed. program includes intensive academic orientation. (2) Univ. Counselling Services unit provides special ESL study skills workshops. (3) Univ. Academic Advising unit assists students in meeting university writing requirements and helps them to plan academic schedules.

Supplementary Cultural Orientation: Yes; TESL B.Ed. prog. includes cultural orientation (for further information see next entry on Continuing Education Division).

Assistance with English Style, Grammar, etc., on Assignments: All programs described in this entry provide individualized assistance; in particular, this is the function of the Writing Centre.

Past Experience with CIDA-Sponsored Students:

Info. not avail.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 6-12 mo.

If a special prog. needed to be designed for them: 6-12 months.

For further information write:

Dr. Sheena Gardner
B.Ed. Programme
University of Winnipeg
515 Portage Ave.
Winnipeg, Man. R3B 2E9
Tel. (204) 786-9776.

UNIVERSITY OF WINNIPEG, Winnipeg, Man.
Department: Continuing Education Division

General Description

In addition to the ESL programs described in the previous entry, ELT services are provided at the University of Winnipeg by the Continuing Education Division, a student support unit that offers other kinds of services as well.

1. **English for Academic Purposes** (EAP): Intensive courses in writing,offered at 3 levels. These courses are taken by foreign visa students (30%), immigrants and refugees who wish to be admitted into regular programs at the university (40%), immigrants/ refugees studying English in preparation for employment (20%), and Canadian students whose L1 is not English (10%).
2. **English for Special Purposes** (ESP): A variety of courses focusing on oral and written skills, intended more for the benefit of the community at large than for academic preparation purposes. The majority of students who enrol in these courses (80%) are immigrants or refugees studying English in preparation for employment or for personal improvement; the remainder are immigrants/ refugees preparing for academic study (10%) or Canadians whose L1 is not English (10%).
3. **English Immersion Program:** A 6-week socio-cultural/ academic/ host family program. Two versions are offered, one for French-Canadians and one for foreign visa students.
4. **Contract ESP:** English for Special Purposes courses on a variety of topics, arranged for special contract groups.

Preparing foreign visa students for undergraduate university work is not an important objective of these programs, except in the case of the English Immersion Program for foreign students; these students usually plan to study Education. With regard to future changes, this unit is planning to make available a full-time ELT program specially designed for visa students.

ELT Teaching Staff and Resources

Staff: 5-8 instructors on regular staff, 3 with perm. status; staff increases by about 6 during the summer.

Min. Academic Qualif.: A university degree.

Perm. Staff Academic Qualif.: B-all.

Prof. Exper.: 3-5 yrs teaching experience usually desired of staff. *Ave. Prof. Exper.:* Perm. staff 8 yrs.

Specialization: Yes. Some teachers specialize in written English and some in oral English; some teach mainly beginners and some advanced students. Some specific areas of expertise: pronunciation, ESL for Business Professionals.

Resources:

Language Lab: Used for pattern drills, listening exercises. *Accessibility:* Used by classes. *Degree of Use:* Minimal.

ELT Library/Resource Centre: None.

Study Facilities: Other libraries/ study halls in institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: At least 1 week prior to start of classes.

Selection/Entrance Criteria: *Education:* no req., except that students in the English Immersion Prog. must be enrolled at a post-secondary institution. *Age:* 18 up. *Prof. in English:* For EAP and ESP, an intermediate to advanced level of English is required; informal evaluations are used. For immersion and contract students, any level of proficiency is acceptable.

Placement Criteria: For EAP and ESP, only intermediate to advanced levels are available; informal oral and/or written tests are used as placement criteria. For immersion and contract students, there

are 3 levels -- beginner, intermediate, and advanced; CELT test and locally-prepared tests of various types are used.

Promotion Criteria: Students advance from one level to another upon successful completion of courses. Evaluated by means of (1) CELT test (2) Locally-prep. tests of various types, teacher-specific.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; TOEFL 550 req. of foreign students; admin. by Continuing Educ. Div. at Univ. of Winnipeg, and by Univ. of Manitoba.

Program Information

Duration and Timing: EAP & ESP: Courses are of 3 months duration, offered Sept-Dec, Jan-Mar, Apr-Jun; also summer courses (more intensive), Jul and Aug. English Immersion: 6-week program, May-Jun, Sept-Dec (twice). Contract ESP: Varies (1,2, or 3 months); offered at any time during the year, as requested.

Program Fees: EAP & ESP: Tuition $4-5/hr of instruction. English Imm.: $1350/session; Host Family Program $500 extra. Contract ESP: Cost varies according to contract specifics.

Class Size and Sectioning: *Ave. Class Size:* EAP/ESP 10, English Imm. 15, Contract ESP 5. *Sections:* EAP/ESP/Imm.: multiple sections when necessary, number flexible.

Type of Student Served by Programs: EAP: Part-time, shared academic study in ELT unit. ESP: Part-time, specific study in ELT unit. English Imm.: Foreign students full-time, pre-academic study; Can. students full-time, multi-purpose study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

EAP Program

- English for Academic Purposes - 3 levels (writing intensive)
  Note: A course in Reading Strategies will be introduced in Sept 1988 (reading comprehension).

ESP Program & Contract ESP

- ESL for Business and Professionals (written & oral English in a business context)
- Refining Your Accent (overcoming pronun. difficulties)
- Advanced Conversation (oral English skills)
- Telephone Skills, etc. (content as per special area req.)

English Immersion

- English for Academic Purposes (writing intensive)
- Oral English (listening and speaking skills)

Responsibility for Syllabus: All programs: most courses have a loosely- specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic Orientation: Yes; Dean's Office has a foreign student advisor. See previous entry for information on other orientation assistance.

Supplementary Cultural Orientation: Not formally provided.

Assistance with English Style, Grammar, etc., on Assignments: Such help is rarely available from this unit, but other facilities exist for this purpose -- see previous entry.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 4-6 wks.

If a special prog. needed to be designed for them: 6-8 wks.

For further information write:

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Program Officer, ESL Program
Continuing Education Division
University of Winnipeg
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Winnipeg, Man. R3B 2E4
Tel. (204) 786-9839.

ASSINIBOINE COMMUNITY COLLEGE, Brandon, Man.
Department: ESL Department

General Description

A special ESL Department devoted exclusively to ELT offers 3 distinct programs to accommodate students with varying needs.

1. **Straight ESL Program:** (Will be called "ESL" below.) A set of courses at 3 levels (beginner, intermediate, advanced) designed specifically for landed immigrants and refugees who wish to increase their English skills for employment purposes, personal improvement, or future study. This is a part-time program, with courses offered in the evenings twice a week in 4-month sessions. Historically, the provision of ELT services for immigrants has been the major function of this ESL unit. In recent years, however, declining employment opportunities have forced many immigrants to larger centres, so the college has begun to pursue the international contract and visa student market through the development of the EAP program below.
2. **Specialized English Program::** A small set of courses (Conversational English, Practical Writing) intended primarily for German (50%) and Canadian Francophone (50%) Armed Forces personnel stationed at nearby CFB Shilo. These are part-time courses offered 2 nights a week (3 hrs/lesson) in 16-week sessions. Emphasis is on orientation and survival English, as these students are present only for short terms of military service. The ELT unit has recently completed an assessment package which will be administered in Germany prior to the German students' arrival in Canada, making placement of these students much easier.
3. **English for Academic Purposes (EAP) Program:** A special, recently-developed program designed for visa students and international students attending on a contract basis. Both intermediate and advanced levels of English proficiency can be accommodated. This is a full-time program (i.e., it involves full-day study) offered in 4-month sessions. It is anticipated that visa and internationally contracted students who complete this program will move on to regular programs at the college, e.g. in fields like agriculture, science, and computer science.

With regard to program changes, the Specialized English Courses and the EAP Program are currently in the process of being improved and/or developed.

ELT Teaching Staff and Resources

Staff: 4 instructors on reg. staff, 1.5 with perm. status; no variation in summer.

Min. Academic Qualif.: B.A. + teaching cert. (preference given to majors in English).

Reg. Staff Academic Qualif.: Cert. TESL-1, B-3, M-1.

Prof. Exper.: Most staff had no teaching experience on being hired, but have gained experience in the ESL area over the past 3+ years. (Brandon is a small centre and has difficulty attracting experienced staff.) *Ave. Prof. Exper.*: Perm. staff 3 yrs, Reg./summer staff 4 yrs.

Specialization: Teachers do not specialize as a general rule, though 2 staff members have researched and developed the EAP Program for more than a year and are knowledgeable in this particular area.

Resources:

Language Lab: None, but the ELT unit makes extensive use of cassette recorders in the various programs.

ELT Library/Resource Centre: General library has a section on ESL materials. Also, staff have access to an ELT resources area. All resources (staff and student) are listed in an ESL bibliography.

Study Facilities: Within ELT unit, in classroom area and library.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: ESL: continuous intake; no notice req. Spec. Courses: 1 month. EAP: 4 months; students could be accommodated on short notice, but approx. 4 months notice is required for processing of foreign students' visa applications, finances, travel arrangements, etc.

Selection/Entrance Criteria: *Education:* ESL & Spec. Courses – no req. EAP – Grade 10 or Can. equiv. *Age:* no req. *Proficiency in English:* ESL – no req. Spec. Courses – must meet specific level score on ELA. EAP – TOEFL 400-450 required for intermediate level, 450 + required for advanced level (although 450 + is not a guarantee of advanced placement; on orientation, a 2-hour Assiniboine C.C. ELA is given to verify TOEFL levels and determine accurate placement).

Placement Criteria: ESL Prog. has 3 levels; students move from level to level on instructors' recommendations. Spec. Courses are single courses, with no levels. In the EAP prog., students are closely monitored; they do not move from level to level, but the prog. has a built-in series of pre & post assessments, and student self-evaluations as well. In general, the placement criteria are the same as the acceptance criteria above.

Promotion Criteria: Vancouver Community College English Language Assessment (VCCELA) has been used for promotional purposes in ESL prog.; statistical norms are currently being compiled. Also, locally-prepared tests of various sorts are used, across sections (built into the program).

Specified English Proficiency Required for Entrance into Regular Courses? Yes; both locally-prep. and standardized tests are used. The exit level from EAP is established as parallel to Developmental Studies criteria – visa students are therefore eligible for entry into regular programs. Standardized Tests used: Stantford Reading and Math, Assiniboine C.C. Writing Test. Scores req. vary with program of entry. Tests administered by Student Assistance Centre - Testing Dept.

Program Information

Duration and Timing: ESL: 4-month sessions, 2 sessions/yr, evenings 2 nights/week. Spec. Courses: 16-week courses, 3-hour lessons 2 nights/week. EAP: full-time study, 4-month sessions, Sept-Dec and Jan-Apr.

Program Fees: ESL: N/C. Spec. Courses: no information avail. EAP: $1860/session, textbooks $150-350, insurance fees $200-280, application fee $25 (credited towards tuition, or refundable if applicant is not accepted).

Class Size and Sectioning: *Ave. Class Size:* EAP 15; other programs – information not avail. *Sections:* EAP – multiple sections, number flexible; other programs – information not avail.

Type of Student Served by Programs: ESL & Spec. Courses: part-time, specific study in ELT unit. EAP: full-time, pre-academic study in ELT unit.

Courses Offered in Program:

ESL Program:

Information on specific courses not available.

Specialized English Program:

- Conversational English
- Practical Writing

EAP Program:

- *Intermediate Level*
  - Learning Strategies
  - Principles of English Structure
  - Intermediate Oral and Listening Skills
  - Intermediate Reading Skills
  - Intermediate Writing Skills
  - Canadian Studies
- *Advanced Level*
  - Learning Strategies (not req. if taken at Int. Level)
  - Principles of English Structure (optional)
  - Advanced Oral and Listening Skills
  - Advanced Reading Skills

- Advanced Writing Skills
- Mathematics
- Electronic Data Processing
- Introduction to Word Processing

Responsibility for Syllabus: EAP: Courses have a fairly well-specified syllabus which the teacher is expected to follow. Other programs: Information not available.

Supplementary Academic Orientation: Yes, for EAP Program. A coordinator in the ELT unit is responsible for supplying internationally contracted groups with the following information/ services: (1) Learning strategies (Can.) –information is built into EAP Program; a comparative study is done between Can. style and style of country of origin. (2) Counselling Orientation (presentation) which informs students of various academic services. (3) Presentation on the topic of other courses available at the college.

Supplementary Cultural Orientation: Yes, for EAP students; admin. by ELT unit – Dept. Head acts as coordinator providing an intensive short-term and long-term (ongoing) orientation; this is regarded as crucial to the EAP Program. Orientation includes the following topics/types: (1) Personal –2 weeks of intense orientation covering such areas as accommodation, medical, transportation, etc. (2) College/ Community – Physical orientation & field trips; series of guest speakers (ongoing – student counselling, immigration, public health, RCMP, etc.). (3) Provincial/ National – ongoing review of college-prepared international handbook, containing information on Manitoba and Canada (history, govt., etc.). (4) De-briefing prior to return to home country.

Assistance with English Style, Grammar, etc., on Assignments: On occasion students who have left EAP and are in reg. programs are provided with special tutorial lessons in areas of difficulty; this assistance is given by the ELT unit.

Past Experience with CIDA-Sponsored Students

General Information: A number of CIDA-sponsored students have attended the college, primarily in groups, over the past 5 years. From 1980-85, approx. 25-30 Tanzanian students were enrolled in a 2-year Farm Machinery Mechanics diploma program each year. These students were sponsored by CIDA under the Tanzanian/ Canada Wheat Agreement. During 1978-79, 5 Kenyan students studied at the college in the fields of automotive mechanics (3) and electrical construction (2); they later completed Business Education degrees at the Univ. of New Brunswick in Vocational Education.

Instruction in ELT Unit: None of these CIDA-sponsored students required instruction in the ELT unit, and no special programs had to be created for them. CIDA-sponsored students have not received any special treatment with regard to the satisfying of English proficiency prerequisites for entrance into the college's vocational training programs.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: No lead time required; the purpose in developing the comprehensive EAP program was to allow immediate accommodation of contracted foreign students.

If a special prog. needed to be designed for them: Information not available.

For further information write:

Darryl Pickering
Dept. Head, Language Training
Assiniboine Community College
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Brandon, Man. R7A 5Z9
Tel. (204) 725-4530, ext. 202.

RED RIVER COMMUNITY COLLEGE, Winnipeg, Man.
Centre: Language Training Centre

General Description

The Language Training Centre (LTC), a self-contained unit devoted exclusively to ELT, offers two distinct programs, each designed to meet the needs of students of a particular type.

1. **ESL Program:** This is a full-time, intensive language training program at the basic, intermediate, and advanced levels, designed to prepare landed immigrants and refugees for further academic/ vocational training (15%) or the job market (80%). A few foreign visa students (3%) and Canadian students whose L1 is not English (2%) also attend. Courses focus on developing the practical speaking, listening, reading, and writing skills which would be of immediate use to students in their community and work settings. Course objectives are met through a combination of regular classroom activities and individual instruction in the language, reading, and spelling laboratories. A special Volunteers for English as a Second Language Students (VESLS) program provides students with opportunities to use their developing language skills in real settings through volunteer participation. About 80% of the students in the ESL Program are at the basic level, which actually consists of 5 sub-levels (see details below); the other 20% are divided between the intermediate and advanced levels.
2. **ESP Programs:** These are special courses/ programs designed for groups of students, where all the students in a group plan to enter similar academic or employment streams. ESP programs are mounted for both foreign visa students and groups of immigrants/ refugees.

The preparation of visa students for regular academic and vocational programs at the college is not a major purpose of the ESL Program, as few foreign students attend. ESP programs have been developed to accomplish this objective, however; see the information on CIDA-sponsored students below. No changes to these programs are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 16 instructors on Reg. staff, 12 with perm. status; no variation in summer.

Min. Academic Qualif.: Post-secondary degree or certificate.

Perm. Staff Academic Qualif.: Cert. TESL-1, B-9, M-2.

Prof. Exper.: 1 year teaching ESL or EFL at the adult level usually expected. Ave. Prof. Exper.: Perm. staff 10 yrs, entire staff 8 yrs, summer staff 5 yrs.

Specialization: Yes, as follows. Adv. Writing (2 teachers), Int. & Adv. Reading (4), Int. & Adv. Spelling (4), Lang. Lab (2), Pronun. (3), Int. Writing/ Grammar (5), Basic Listening/ Speaking/Grammar (6), Occupational Orientation (1), ESP (1).

Resources:

Language Lab: Used for developing listening/ speaking skills and for pronunciation drills. *Accessibility*: all classes at the basic levels. *Degree of Use:* extensive.

ELT Library/Resource Centre: Contains high-interest, low reading level books.

Study Facilities: Minimal; students prefer to study at home.

A-V Centre: Eqpt. belongs to ELT unit.

Student Placement and Evaluation

Notice Time for Prog. Entry: ESL Prog.: Courses commence in Sept. and Feb.; no notice time req., but students are accepted on a first come, first served basis, so early application is a good idea. ESP courses can begin at any time.

Selection/Entrance Criteria: *Education:* no req. *Age:* 16 up. *Proficiency in English:* no req.; students are administered level placement tests on entrance (see next item). *Other*: Admission preference is given to Canadian citizens and landed immigrants. Other applicants are accepted if space is available or if prior arrangements (i.e., group contracts) are made.

Placement Criteria: There are 3 distinct levels in the ESL Program -- basic, intermediate, and advanced. The basic level is further divided into 4 sub-levels plus a "transitional" level, so there are actually 7 levels for placement of incoming students. The criteria used are level placement tests developed locally by the ELT unit.

Promotion Criteria: Students can progress from level to level as their English proficiency increases. Criteria -- locally-developed tests of various types, across sections.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; both locally-prepared and standardized tests are used. Standardized tests employed at college: (1) Gates-McGinitie Test (2) Degrees of Reading Power (3) Test of Academic Skills. Required scores vary from program to program. All standardized tests are administered by the Counselling Dept.

Program Information

Duration and Timing: ESL Prog.: 2 terms of 6 months each, Sept-Feb, Feb-Jul. ESP Courses: length as required; offered any time.

Program Fees: ESL Prog.: No tuition/book fees for landed immigrants or Canadian citizens; for visa students, tuition $45/month, book fees $60, Health Ins. $250. ESP Programs: Costs vary, depending on what resources are required.

Class Size and Sectioning: *Ave. Class Sizes:* ESL 13, ESP 15. *Sections:* Multiple sections in both programs, as necessary, but number not flexible.

Type of Student Served by Programs: ESL program: full-time, multi-purpose study in ELT unit. ESP Programs: full-time and part-time specialized study in ELT unit; sometimes pre-academic or pre-employment, depending on circumstances.

Courses Offered in Program::

ESL Program

- **Basic ESL Course:** 4 levels, labelled 1-4. Students at each level are instructed in the 4 skill areas (listening, speaking, reading, writing) through a framework of 10 topics which are organized according to functional objectives. Listening and speaking skills are emphasized. The functional topics include personal information, social interaction, work, shopping/ buying (food, clothing, etc.), home/ living accommodations, etc. The Language Lab is used extensively at this level. A special Level 5, a transitional level, is for students who have progressed beyond Level 4 but require formal language development (4 skills, sentence structure) before proceeding to intermediate course.
- **Intermediate ESL Course:** (Level 6) Classroom activities focus on listening exercises, oral presentations, writing (esp. sentences), and grammar. A Reading Lab provides practice in reading and spelling. Occupational orientation (forms, job application, resumes, etc.) and settlement information (via guest speakers, field trips) are included in the curriculum.
- **Advanced ESL Course:** (level 7) Classroom activities focus on listening exercises, oral presentations, writing (sent. combining, paragraphs, short essays), grammar & usage, punctuation & capitalization. A reading lab provides instruction in a variety of reading skills. Spelling practice is emphasized. Further occupational orientation and settlement information are included. TOEFL practice is provided in regular classroom work (listening section, structure section, etc.).

ESP Courses: Subject matter varies from course to course, as it is based on an assessment of both the language development needs of the students and the language requirements of the programs they are being prepared for.

Responsibility for Syllabus: ESL Prog.: all courses have a fairly well-specified syllabus which the teacher is expected to follow. ESP: The Curriculum Coordinator and the course developer/ deliverer develop the syllabus based on the assessment described above.

Supplementary Academic Orientation: Counselling Services Dept. provides career, financial, academic, and personal counselling to students.

Supplementary Cultural Orientation: Centre for Intercultural Development provides contract foreign students with culture-specific information on topics like housing, medical, finance, law, diet, mores, etc. Also, note that regular ESL courses incorporate settlement information, etc., as part of curricula.

Assistance with English Style, Grammar, etc., on Assignments: Such help is normally available from the college Tutorial Centre.

Past Experience with CIDA-Sponsored Students

General Information: Some CIDA-sponsored students have attended in groups, rather than on an individual basis, over the past 5 years. Three groups of CBIE-sponsored Libyan students, approx. 15 students in each group, were selected by Libya's Civil Aviation Authority and the Arabian Gulf Oil Company (AGOCO) to undergo language and technical training at the college. Length of training varied from 6 months to 3 years.

Instruction in ELT Unit: Both groups required extensive language training to meet the entrance requirements for technology programs. Specialized language training (ESP) programs had to be created to further develop the students' language skills and to develop mathematical and scientific skills as a bridge between the ELT program and technical training. The expense of developing these programs was covered by CIDA through CBIE (the cost came out of the per diem rate).

Further Comments on ELT Services Provided to Sponsored Groups: The 3 CIDA-sponsored groups were something of an anomaly with regard to the usual demands for ELT services at the college, in that considerable modifications to the core program were required to bring the students' weak English skills up to a level acceptable to the target academic departments. And while these students did not receive any special treatment with respect to the satisfying of English proficiency requirements for admission to the college's academic/vocational programs, modifications were made to course loads and sequencing which allowed the students to enter the regular programs while at the same time upgrading their language and math skills. The ELT unit recommends that any future attempts to provide language training to groups of sponsored foreign students utilize an ESP approach, and that realistic time frames be set to adequately prepare them for their academic workload.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 6-8 wks.

If a special prog. needed to be designed for them: Lead time necessary would vary, depending on the length and purpose of the course.

For further information write:

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ONTARIO

BROCK UNIVERSITY, St. Catharines, Ont.
Centre: Department of Applied Language Studies

General Description

The Department of Applied Language Studies offers four different ELT programs, three non-credit and one credit, to NNS students wishing to improve their English language skills. The 4 programs are summarized as follows:

1. **IELP:** Intensive English Language Program. Non-credit program with 5 levels; 25 hr/wk ELT, largely EAP; intended mainly for foreign visa students (80%) but also for Can. students whose L_1 is not English (20%).
2. **SLBP:** Summer Language Bursary Program. Non-credit program with 5-6 levels; 20 hr/wk plus workshops; focus on general ESL; taken mainly by Francophone students from Quebec (90%), also by some visa students without bursaries (10%).
3. **ESLX:** Non-credit program with 2 levels; semi-intensive (10 hrs/wk); focus on EAP at a higher level than in IELP; taken mainly by visa students (80%), also by Can. students whose L_1 is not English (20%).
4. **APLS:** Credit EAP program containing 2 courses, APLS 190 (adv. level writing) and APLS 191 (adv. level speaking); taken mainly by visa students (80%) but also by some Canadian students whose L_1 is not English (20%).

The different programs (excepting the SLBP) prepare visa students for undergraduate university work in regular programs, most notably math/science and business education. Preparation for graduate school is not an objective. No major changes to the program are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: Number of instructors varies from 6 to 14 (4 perm. staff) during regular session; staff increases by about 8 during summer months.

Perm. Staff Academic Qualif.: M-4.

Prof. Exper.: 3 yrs ESL teaching, or 5 yrs teaching in a related area, expected of ELT staff; *Ave. Prof. exper.* – Perm. staff 6 yrs, entire staff regular session 8 yrs, spring/summer staff 4 yrs.

Specialization: None in particular.

Resources:

Language Lab: Used for listening comprehension, video comprehension, writing, reading practice. *Accessibility:* all classes, all programs. *Degree of Use:* extensive.

ELT Library/Resource Centre: None, but reading materials (a large range of ELT readers) available at regular library.

Study Facilities: Other libraries and/or study halls in institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Same for all programs; one month notice preferred (esp. for housing arrangements).

Selection/Entrance Criteria: *Education:* NI. *Age:* Min. 18 yrs all programs. *Proficiency in English:* Absolute beginners not accepted. Acceptance into IELP/ESLX determined by (1) Michigan Test scores (2) observation in classes.

Placement Criteria: Levels exist in all programs except APLS: IELP 5, ESLX 2, SLBP 5-6. Placement criteria the same as for acceptance (see above).

Promotion Criteria: Locally-prepared written and oral tests of various types. Different sections of the same course are normally administered the same tests for promotional purposes. A test bank on the computer allows reference to past criteria for some degree of consistency – tests or test items are recycled at intervals.

Specified English Proficiency Required for Entrance into Regular Courses? Not exactly. Students' English proficiency is monitored by ELT unit -- non-standardized but valid/reliable locally-prepared tests allow promotion of students from IELP to partial, then full, academic load. For students who do not go through ELT program, the university accepts TOEFL (550+ required), externally administered; those who don't achieve required score may enrol in IELP.

Specified English Proficiency Required for Acceptance into Graduate Programs? N/A.

Program Information

Duration and Timing:
IELP: programs 4 mo. each, Sept-Dec, Jan-Apr, May-Aug; also 6 wk summer prog. Jul-Aug.
SLBP: 6 wk program, Jul-Aug.
ESLX, APLS: 4 mo. programs, Sept-Dec, Jan-Apr; also spring prog. May-Jun (evenings - double usual hours/wk).

Program Fees:
IELP: $1350 regular, $750 summer prog.
SLBP: $750.
ESLX, APLS: $180 per half-course. No additional fees, but housing or room & board fees necessary for some students.

Class Size and Sectioning: *Ave. class size* 15 for all programs. Multiple sections common for all programs, number flexible.

Type of Student Served by Programs:
IELP: Full-time, pre-academic study in ELT unit.
SLBP: Full-time multi-purpose study in ELT unit.
ESLX and APLS: Part-time shared academic study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

IELP:
- Written English (composition)
- Reading (reading comprehension)
- Language Lab (aural comprehension)
- Spoken English (speaking)
- Integrated Studies (comb. of 4 skills, plus study skills)

SLBP:
- Same as IELP but excluding Integrated Studies.

ESLX:
- ESLX 010 *lower* & 020 *higher* (composition, mainly essays)
- ESLX 011 *lower* & 021 *higher* (seminar skills - speaking)

APLS:
- APLS 190 (EAP composition)
- APLS 191 (EAP seminar skills)

Responsibility for Syllabus: Most courses have a fairly well-specified syllabus which the teacher is expected to follow.

Supplementary Academic Orientation: Academic orientation is provided as part of regular courses and is not really "supplementary." IELP: Study skills instruction is part of Integrated Studies course at each level. ESLX/APLS: Strongly EAP-oriented, so study skills important.

Supplementary Cultural Orientation: Yes. Foreign student advisor works one-third time for ELT unit, and arranges social gatherings and counselling as needed.

Assistance with English Style, Grammar, etc., on Assignments: Available only on a voluntary basis from individual teachers.

Past Experience with CIDA-Sponsored Students:

None, although CBIE students have attended.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 1 mo.

If a special prog. needed to be designed for them: 2 mo.

For further information write;

John Sivell
Director of Non-Credit Programs
Department of Applied Language Studies
Brock University
St. Catharines, Ont. L2S 3A1
Tel. (416) 688-5550, ext. 3374.
FAX (416) 688-2789.

CARLETON UNIVERSITY, Ottawa, Ont.
Centre: Centre for Applied Language Studies

General Description

The Centre for Applied Language Studies at Carleton University is an independent department that provides other services besides ELT. It offers 3 distinct ESL programs, or sets of ESL courses, as follows.

1. **Credit Courses in ESL:** ESL courses offered for academic credit: EAP at 3 levels and an Advanced Writing course. These courses are taken by foreign visa students (55%), immigrants and refugees who are already enrolled in regular programs at Carleton (20%) or who wish to be admitted to regular programs (10%), immigrants/ refugees studying English in preparation for employment or for other reasons (10%), and Canadian students whose L1 is not English (5%).
2. **Intensive Courses in ESL:** A set of courses constituting a full-time ESL program. Instruction is provided in all skill areas, both separately and in integrated (core) courses; 3 levels are offered in some courses. These courses are pursued mainly by foreign visa students (70%) and Canadian students whose L1 is not English, mostly Francophones (20%); some immigrants/ refugees (10%) also enrol for various reasons.
3. **Specialized Courses in ESL:** Courses for specific groups, arranged on a contractual basis. The content of these courses depends on the needs and wishes of clients. Contracting groups are mainly foreign visa students (90%); the remainder are Canadian Francophones (10%).

An important purpose of theses courses is to prepare foreign visa students for undergraduate work (mainly in Business, Engineering, the Sciences, and the Arts) and graduate work (mainly in Business, Engineering, and the Sciences) at Carleton. The only major change envisioned in the near future is a revision of the university's language proficiency admission requirements – see details below under **Specified English Proficiency Required for Entrance into Regular Courses.**

ELT Teaching Staff and Resources

Staff: 12 instructors on regular staff, 10 with perm. status; no variation in summer.

Min. Academic Qualif.: Bachelor's degree + Cert. in TESL @i(or) M.A. in TESL

Reg. Staff Academic Qualif.: B + Cert. TESL - 8; M-4.

Prof. Exper.: 2 years experience teaching ESL usually required of staff. *Ave. Prof. Exper.:* Perm. staff 6 yrs, regular/ summer staff 6 yrs.

Specialization: Teachers tend to be ELT generalists, but many have particular areas of expertise, and courses are usually assigned with a view towards taking advantage of "strong areas," e.g.: ESP, low-level ESL, writing, orientation. There is enough movement so that teachers are constantly expanding their areas of expertise; some team teaching is also done, with strengths maximized.

Resources:

Language Lab: Used for listening, pronunciation, word processing. *Accessibility:* Usually individual assignments, though there are some classes (using "listening stations"). *Degree of Use:* Fair.

ELT Library/Resource Centre: A learning centre with books, tapes, tapedecks, files of tasks & exercises.

Study Facilities: Within the learning centre or in other libraries/ study halls in institution.

A-V Centre: Shared with other departments; students may borrow equipment.

Student Placement and Evaluation

Notice Time for Prog. Entry: There is no real notice limit, but students must attend in time to take the placement tests. Credit C's: tests are scheduled at certain times prior to the start of classes. Intensive C's: tests are given on first day of class. These tests are proficiency/ placement tests developed at Carleton; specific information not available.

Selection/Entrance Criteria: *Education:* High School. *Age:* 17 up. *Proficiency in English:* no req.

Placement Criteria: Levels are provided in both Credit and Intensive courses, but these courses involve integrated skills (e.g., reading and listening to information in order to discuss and carry out tasks involving a final written assignment). Thus students do not move from level to level in individual skill areas, but on an integrative and holistic basis. Initial placement tests are given at times noted above; no specific information is available regarding the nature of these tests. Students are accepted into courses on the basis of placement test results.

Promotion Criteria: Partially class performance (involving some teacher-specific tests) and partially scores on proficiency/ placement tests developed at Carleton (administered across sections).

Specified English Proficiency Required for Entrance into Regular Courses? Yes; there are 2 alternative standards for admission to Carleton regular academic programs: (1) TOEFL -- 550 required in 1988, but this will be increased to 580 in 1989; administered by ETS. (2) Carleton Assessment of ESL -- Band 6 (out of 7) req. for admission; evaluation is local, by ELT unit. Note: Students not admitted may take partial academic loads including ESL, or pre-credit Intensive courses.

Program Information

Duration and Timing: Credit C's: 3-month courses, Sept-Dec, Jan-Apr, May-Aug. Intensive C's: 3 or 2-month courses, Sept-Dec, Jan-Apr, May-Jun, Jul-Aug. Specialized C's: lengths vary; no set times.

Program Fees: Credit C's: Can. $262/credit; Foreign $1017/credit; Materials Fee approx. $15. Intensive C's: $1080 for full-time program, 1 semester; Materials Fee $15. Specialized C's: negotiated.

Class Size and Sectioning: *Ave. Class Sizes:* Credit C's 15-20, Intensive C's 10-17, Specialized C's -- variable. *Sections:* all courses have multiple sections when necessary, number flexible.

Type of Student Served by Programs: Credit C's: part-time, shared academic study in ELT unit. Intensive C's: full-time, multi-purpose (mostly pre-academic) study in ELT unit. Specialized C's: full-time, pre-academic study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

Credit Courses

- 21.130 Introductory ESL for Academic Purposes
- 21.150 Intermediate ESL for Academic Purposes
- 21.190 Advanced ESL for Academic Purposes (all courses above focus on integrated skills and proficiency for academic study)
- 21.196 Advanced Writing for ESL (writing process:academic)

Intensive Courses)

- Core Courses - 3 levels (integrated skills)
- Specialized Courses - 3 levels (focus on reading/writing)
- Specialized Courses - 3 levels (focus on conversation/discussion)
- Workshop in Pronunciation
- Workshop in Grammar
- Workshop in Listening
- Workshop in Writing and Computers

Responsibility for Syllabus: In general, the syllabus for each course is the teacher's responsibility. However, teachers have experience with what is expected at other levels, and share their understanding with others; teachers' syllabi & course work are placed in binders for others to see.

Supplementary Academic Orientation: Provided by ELT unit; a counsellor/ instructor is in charge of formal & informal academic orientation. Academic orientation is also the focus of early ESL training in the academic (credit) courses.

Supplementary Cultural Orientation: Provided by the counsellor/ instructor discussed above. Also, cultural orientation is the focus of all initial ESL training.

Assistance with English Style, Grammar, etc., on Assignments: Yes; the Centre for Applied Language Studies has a Writing Tutorial Service for both native and non-native speakers of English, who may receive assistance during all phases of the writing process.

Past Experience with CIDA-Sponsored Students:

Information not available at this time; forthcoming.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: a few days.

If a special prog. needed to be designed for them: 3 weeks.

For further information write:

Devon Woods
Coordinator ESL Unit
Centre for Applied Language Studies
215 Paterson Hall
Carleton University
Ottawa, Ont. K1S 5B6
Tel. (613) 564-6613.

McMASTER UNIVERSITY, Hamilton, Ont
Department: Student Counselling Service

General Description

Two different departments, the Student Counselling Service and the Centre for Continuing Education, provide ESL support services at McMaster University; see the next entry for details about the latter. In addition to its other duties (counselling, study skills courses, etc.), the Counselling Service offers two separate ELT programs to assist NNS students to improve their English language skills.

1. **The "Speakeasy" English Language Tutoring Program** provides individual tutoring and conversational practice through volunteer tutors, to all foreign students requesting such assistance.
   - The volunteers, more than 100 of them each year, are mostly undergraduate students at McMaster. Because they are normally available only from Sept-Apr, the program is reduced somewhat during the spring/summer months although it continues to run. Few of the tutors possess past teaching experience or ESL expertise, but on the whole they do a very effective job of helping their students, with whom they are paired one-to-one. Tutors are given minimal training and encouraged not to be "teachers" but to focus on conversing with students on a friendship basis. Tutoring sessions take place wherever the two participants find it convenient. Reading materials, tapes, pictures, etc., are available should tutors wish to use them to stimulate conversation.
   - Approx. 90% of the students are foreign visa students; the other 10% are immigrants or refugees registered as regular students at McMaster. More than half of the total are visiting scholars, visiting researchers, or graduate students, the majority from China. Most of the rest are undergraduates, a large number from Hong Kong. The students are usually older than their tutors, but the age differences rarely pose an obstacle to the camaraderie that tends to develop; tutors and students generally get along very well, and often become good friends. Most of the students appear to be mainly concerned with improving their proficiency and confidence in using English in everyday situations. They seldom worry about the technical English used in their own subject areas, except perhaps for writing skills.

The program has been outstandingly successful. It has proven effective in helping foreign students to improve their conversational skills in English, probably because the tutoring situation allows a good deal of "comprehensible input" and provides a setting in which the student can relax and take risks with the language.

2. **Written English Course:** This is a continuous entry non-credit course designed to help foreign students to improve their English writing skills. Approx. 80% of the students who take the course are foreign visa students, and the other 20% are immigrants or refugees enrolled as regular students in the university. This particular course is not offered every year, however, and was not available to students in the 1987-88 academic year. (It should be noted here that the Counselling Service also runs short non-credit courses on various "academic skills," including writing and public speaking. Foreign students participate significantly in these courses, which are not intended specifically for them.)

ELT Teaching Staff and Resources

Staff: Perm. staff 1, tutors approx. 120 each academic year, dropping to around 15 during the spring/summer.

Min. Academic Qualif.: No academic requirements for tutors.

Perm. Staff Academic Qualif.: Ph.D.

Prof. Exper.: None required of tutors.

Specialization: Not expected of tutors.

Resources:

Language Lab: Yes; individual students can use it for working through tape/textbook material on their own, although not many do. *Accessibility:* Any McMaster student can use it at certain times. *Degree of Use:* Minimal for ELT; the lab is used extensively for teaching foreign languages to Canadian students.

ELT Library/Resource Centre: Yes; contains books, tapes, and misc. materials; located in Counselling Service.

Study Facilities: Libraries and study halls throughout the university; volunteer tutors and their students tend to work anywhere they please, not necessarily in quiet study areas.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Impossible to specify -- varies greatly from case to case. Sometimes tutors can be found immediately, but sometimes it takes months, depending on the time of year.

Selection/Entrance Criteria: No requirements regarding education, age, or proficiency in English; students are generally registered at McMaster, although others (e.g., spouses of students) are accepted if tutors are available.

Placement Criteria: Tutoring Program: N/A. Written English Prog.: only one course, no levels to place students into.

Promotion Criteria: N/A.

Specified English Proficiency Required for Entrance into Regular Courses? No, though foreign students must satisfy English language proficiency requirements for university admission in the first place.

Program Information

Duration and Timing:
Tutoring Prog.: Runs year-round, though much reduced activity during the spring/summer.
Written English Course: Runs Sept-Jun, when offered; one 2-hour session per week, plus individual consultations.

Program Fees: N/C for either program.

Class Size and Sectioning: N/A.

Type of Student Served by Programs: In both programs, part-time shared academic study in ELT unit.

Courses Offered in Program: See General Description above.

Responsibility for Syllabus:
Tutoring Prog.: each tutor is responsible for his/her own syllabus.
Written English Prog.: Information not available.

Supplementary Academic Orientation: Counselling Service -- gives sessions on study skills, learning, notetaking, etc.; indiv. counselling for study difficulties and academic performance dissatisfaction.

Supplementary Cultural Orientation: Counselling Service -- (1) Tutoring system is heavily oriented towards cultural orientation on an individual basis. (2) Series of talks and discussions for foreign students called "Canada Explained" given by univ. and school teachers; topics include Canadian history, politics, geog., native peoples, local affairs, economy, etc. (3) Various other activities: session at "TA Day" for foreign teaching assistants on teaching in Can. culture; orientations by various student clubs.

Assistance with English Style, Grammar, etc., on Assignments: Counselling Service provides such assistance on a regular basis, as one of its responsibilities, but will not usually help directly with the writing of essays for credit courses at the university.

Past Experience with CIDA-Sponsored Students

General Information: CIDA-sponsored students have come in groups, not on a regular basis. Estimated No.: 250 in total over the last 5 years. They come from China at various times, not en bloc but under group schemes. About half have been visiting scholars from China who stay for about 1 year. The other half have been graduate students who stay for 18 mo.-4 yrs. The main subjects studied have been metallurgy and materials science, various kinds of engineering, science, business, and computer science. Also,

some have studied English, political science, linguistics, and medicine. Most of these students have participated in the English Tutoring Program.

Creation of Special Programs: The relatively large number of CIDA-sponsored students has necessitated the following program changes:

1. The tutoring scheme was expanded.
2. The writing course was also expanded (in length).
3. "Canada Explained" talks were introduced.
4. The Centre for Continuing Education introduced a special course for visiting scholars (see next entry for details). None of these changes or innovations was financed by CIDA or any of its cooperating Canadian agencies.

Additional Details: CIDA-sponsored students from overseas have not been an anomaly with regard to the usual demands for ELT services, nor have they received any special treatment with respect to the satisfying of English proficiency requirements for entrance into McMaster's academic programs.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: It would depend on what they wanted.

If a special prog. needed to be designed for them: It is not possible to stipulate a lead time unless details of the desired program are known.

For further information write:

Dr. David Palmer
Academic Skills Counsellor
Counselling Centre
McMaster University
Hamilton, Ont. L8S 4K1
Tel. (416) 525-9140, ext. 4711.

McMASTER UNIVERSITY, Hamilton, Ont.
Department: Centre for Continuing Education

General Description

Two different departments, the Student Counselling Service and the Centre for Continuing Education, provide ESL support services at McMaster University; see the previous entry for details about the former. In addition to its other duties, the Centre for Continuing Education offers a number of non-credit ESL courses to foreign students wishing to improve their English skills.

- **CCE-024 - ESL for Visiting Scholars:** An intensive, part-time ESL course, offered in cooperation with the Department of English, designed to meet the individual needs of non-native speakers of English in graduate and undergraduate programs, visiting scholars, researchers, and those in a professional position. Intended particularly for students and scholars primarily Asian or Oriental, the course aims to assist students with speaking, writing, pronunciation, grammar, listening, and understanding. The fluency gained in a relatively short time facilitates the performance of academic- and professional-related tasks. Sessions are normally of 8 weeks duration, with 2.5 hour classes held twice weekly for a total of 40 hours of instruction. Sections are scheduled at various times during the day and evening to accommodate student participation (i.e., 9:00-11:30 a.m., 3:00-5:30 p.m., and 7:00-9:00 p.m. Monday to Friday). Enrolment is limited and classes are small.
- **CCE-025 - ESL for Visiting Scholars and Professionals:** An intensive, full-time ESL course, 3 weeks (75 hours) in duration, for non-native speakers with extensive academic backgrounds and for those in a professional position who wish to master English. The goal of the course is to attain a functional competency in English. The program encompasses grammatical structure, effective communication, idiomatic usage, reading, writing, and listening skills. Instruction is tailored to suit the students' needs and abilities. Enrolment is limited and classes are small.
- **CCE-103 - Writing Skills in English:** This course will benefit those students who are experiencing difficulty with writing. It is designed to improve writing skills in English especially with regard to producing coherent prose. Each session will permit in-class writing with regular evaluation. Separate sections will be arranged for students whose first language is not English. Ten sessions are scheduled in late afternoon and early evening from 3-5 p.m. and/or 7-9 p.m. during the Fall, Winter, and Spring/Summer terms.

With respect to future changes, the Centre plans to add to the current ESL offerings in the 1988/89 terms. The curriculum will contain discipline-oriented content, additional cultural material, and computer-assisted instruction.

ELT Teaching Staff and Resources

Staff: Staff is contracted on a part-time basis depending upon the registration and the number of sections offered.

Reg. Staff Academic Qualif.: All have university degrees and professional experience or certification in TESL.

Ave. Prof. Exper.: 5-7 yrs.

Specialization: Yes; some teachers specialize in ESL courses and others in remedial courses.

Resources:

Language Lab: Yes. Also, a computer- assisted ESL program (including lab) is being developed; it will be implemented sometime in the fall of 1988.

ELT Library/Resource Centre: Limited materials are currently available, to which students have access.

Study Facilities: Information not avail.

A-V Centre: Information not avail.

Student Placement and Evaluation

Notice Time for Prog. Entry: Only a day or two required.

Selection/Entrance Criteria: *Education, Age:* No requirements. *Proficiency in English:* determined by personal interview.

Placement Criteria: N/A.

Promotion Criteria: Locally-prepared written tests of various types, teacher-specific, and instructor's judgment.

Specified English Proficiency Required for Entrance into Regular Courses? No, although foreign students must satisfy English language proficiency requirements for admission to the university.

Specified English Proficiency Required for Acceptance into Graduate Programs? Yes. Michigan and TOEFL scores generally used: TOEFL 580 req., Michigan 90 (for Arts), 85 (for Science) req. No special consideration to visa students.

Program Information

Duration and Timing: See information in **General Description.** No specific information available on times of year in which programs are offered.

Program Fees: $200 for 40 hours of study; $400 for 75 hours of intensive study. Special reduced rates are available to registrants affiliated with McMaster University. Fees may be paid by cheque, money order, cash, or VISA (in Canadian funds).

Class Size and Sectioning: Courses are run on a minimum enrolment of 6 students and a maximum of 10.

Type of Student Served by Programs: Part-time shared academic study in ELT unit (except CCE-025, which entails full-time, multi-purpose study). The various programs serve foreign graduate students, visiting scholars and researchers, visa students doing undergraduate work, and those in a professional position working at McMaster. The ELT unit also services registrants from the community who have some background in English but who wish to strengthen their skills.

Current Courses Offered in Program: (Content/Focus in Parentheses)
(Brief summary only; for further information see **General Description** above.)

- **CE-024:** ESL for Visiting Scholars (speaking, writing, understanding, group discussions, grammar instruction; text - A. Dart, *ESL Grammar Workbook 2*
- **CE-025:** ESL for Visiting Scholars and Professionals (reading, writing, speaking and listening skills)
- **CE-103:** Writing Skills in English (writing skills)

Responsibility for Syllabus: The syllabus is the instructor's responsibility.

Supplementary Academic Orientation: Occasional speakers on Canadian political, cultural, etc., topics.

Supplementary Cultural Orientation: Visits to well-known, local attractions (i.e., Royal Botanical Gardens, Dundurn Castle, Hamilton Spectator).

Assistance with English Style, Grammar, etc., on Assignments: From the instructor.

Past Experience with CIDA-Sponsored Students

The Centre caters to small groups of CIDA-sponsored students. More information on McMaster's involvement with CIDA-sponsored students is given in the preceding entry (McMaster University - Student Counselling Service).

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 10 days to 2 weeks.

If a special prog. needed to be designed for them: 1 or 2 months.

For further information write:

ESL Programme
Centre for Continuing Education
Commons Bldg., Room 116
McMaster University
Hamilton, Ont. L8S 4K1
Tel. (416) 525-9140, ext. 4321.

ONTARIO INSTITUTE FOR STUDIES IN EDUCATION (OISE), Toronto, Ont.
Program: Graduate Studies in Education

General Description

No ELT unit exists in the institution; CIDA-sponsored students who require language training are directed to the necessary programs at the University of Toronto School for Continuing Studies or elsewhere. This entry is included here to provide information on (1) language requirements for the admission of foreign students to graduate programs at OISE, and (2) CIDA sponsorship of foreign visa students at OISE over the past 5 years.

Specified English Proficiency Required for Acceptance into Graduate Programs? Yes. The following standardized tests are used, all administered externally:

1. **TOEFL** – 550 required.
2. **Michigan Test** – information on req. scores not avail.
3. **British Council Test** – info. on req. scores not avail.

Also, a test developed locally by Woodsworth College (School for Continuing Studies) may be used in the future – it will be administered by the University of Toronto.

No consultation with other departments is necessary for admission; foreign students simply have to meet the stipulated language requirements as measured by the tests above.

Past Experience with CIDA-Sponsored Students

General Information: A small number of CIDA-sponsored students, fewer than 5 per year, have attended OISE on an individual basis over the past 5 years. All were graduate students in education from a variety of countries.

Instruction in ELT Unit: As no ELT unit operates as part of OISE, these students would have obtained ELT training at another institution (probably the School for Continuing Studies) if they required it. No special ELT programs have been created to suit the particular needs of these students, so no CIDA financing was necessary in this regard. CIDA-sponsored students have received no special treatment at OISE with respect to the satisfying of English proficiency prerequisites for admittance into the Institute's various graduate programs.

For further information write:

Barbara Burnaby
Field Services and Research
Ontario Institute for Studies in Education
252 Bloor St. W.
Toronto, Ont. M5S 1V6
Tel. (416) 923-6641, ext. 2528 or 2326.

UNIVERSITY OF OTTAWA, Ottawa, Ont.
Unit: Centre for Second Language Learning/ Institut de Langues Vivantes (ESL Section)

General Description

The Centre for Second Language Learning (Institut de Langues Vivantes) of the University of Ottawa offers credit and non-credit programs in both ESL and FSL. (The university is bilingual, offering programs in both French and English.) The ESL section offers three distinct programs.

1. **Credit ESL Program:** Consists of a series of regular university courses in ESL, most of which count for undergraduate degree credit, intended for students registered in degree programs. This program also includes a set of preparatory courses for special students wishing to be admitted to degree programs. Levels of courses range from beginner to very advanced. The majority of the students enrolled in this program are Canadians whose native language is not English, mainly Francophones (75%); other groups include visa students (15%) and immigrant or refugee students in regular university programs (10%).
2. **Intensive Non-Credit Program:** A non-credit program designed to prepare students to function in English in an academic, professional, or business environment. A broad range of proficiency levels are accommodated. About 40% of the students enrolled are immigrants or refugees who wish to be accepted into regular univ. programs; other groups include immigrants or refugees preparing for employment or studying English for personal improvement (20%) and Francophones with a variety of objectives (40%).
3. **Summer School Bursary Program:** A 6-week intensive summer program in English, oriented towards both formal instruction (4 skills) and cultural immersion. The student population consists of Francophone Canadian/landed immigrant students who have completed grade 12-13 or first year university studies.

ELT Teaching Staff and Resources

Staff: 32 instructors on regular ELT staff, 8 with perm. status; no variation in summer.

Min. Academic Qualif.: B.A.

Reg. Staff Academic Qualif.: B-10, M-21, Ph.D.-1.

Prof. Exper.: 2 years exper. teaching univ. ESL. *Ave. prof. exper.* -- Perm. staff 12 yrs, entire/summer staff 11 yrs.

Specialization: Not as a general rule, although some teachers are experts in teaching certain skills -- reading (4 teachers), listening comprehension (6), writing (8), grammar (3), language and content (2).

Resources

Language Lab: Used for listening comprehension and pronunciation exercises. *Accessibility:* available to all credit and non-credit students except those in advanced specialized courses such as Adv. Comp. and Adv. Grammar. *Degree of Use:* extensive; on average students spend one-quarter of class time there.

ELT Library/Resource Centre: Student Resource Centre (SRC), an extremely well-equipped and staffed self-instructional facility designed to meet the special needs of students in multi-level comprehension-based second language courses. Provides students with individualized programs and pedagogical help, aiming to assist students to become independent/ self-directed learners. Contains easily-accessible learning materials and technological hardware. Provides help with language self-evaluation and a language-learning planning service (for establishing independent programs of study). Assists ESL students who wish to meet, and interact with, Anglophone students for language practice. An additional facility is the Language Teaching Documentation Centre (DC), a reference and materials centre for teachers, which provides up-to-date documents on methodology, research on language teaching, acquisition, & evaluation, both commercially- and locally-produced audio-, visual-, and textbook teaching materials and an extensive collection of periodicals and reference books.

Study Facilities: SRC, and other libraries/study halls in institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Credit Prog.: Entry points 3 times per year; entry could be on very short notice if there is room in the courses. Inten. Prog.: Foreign students about 6 wks, Can. students about 3 wks.

Selection Criteria: *Education:* High school. *Age:* 18 up. *Prof. in English*: no req. Other: student authorization req. for foreign students.

Placement Criteria: Credit Prog.: The courses themselves represent diff. levels of ability, usually with lower courses as prereq. But within both Credit Prog. and Inten. Prog., teachers receive multi-level classes and develop special progs. for students with special needs. Criteria for placement: internal standardized tests of functional listening, reading, and writing skills.

Promotion Criteria: Promotion from course to course. Based on locally-prep. standardized tests, administered across sections (though teachers' own tests and evaluations of student performance are also taken into account).

Specified English Proficiency Required for Entrance into Regular Courses? Yes; admission based on standardized tests: (1) TOEFL – 550 req. for sciences, 580 for other faculties; admin. ETS. (2) Michigan Test – 85 req. for sci., 95 for other fac.; admin. by a coordinator at Carleton Univ. (3) OTESL – Band 6 in listening and reading; admin. locally by ELT unit.

Specified English Prof. Req. for Acceptance into Grad. Programs? Yes; consultation source ELT unit. Some special consideration given to visa students – if very close to req. English prof. level, they are allowed to take one course in their field along with ESL courses; many register for lab work or guided research. They must take req. tests again before being considered for admission.

Program Information

Duration and Timing: Credit Prog.: 2 sessions of 4 mo., Sept-Dec and Jan-Apr; 2 mo. spring session May-Jun. Inten. Prog: 2-12 week sessions, Sept-Dec and Jan-Apr, 6-wk summer prog. Jul-Aug. Summer Bursary Prog.: 6 wks, Jul-Aug.

Program Fees: Credit Prog.: Can. students $135/course (3 credits), Foreign students $498/course; also materials fee (amt. unspecified). Intensive Prog.: 12 week session Can. $1295, Foreign $1795; 6 week summer session Can. $750, For. $950. Summer Bursary Prog.: N/C for bursary students, $1350 for non-bursary students (includes room & board, supplies, and most activities).

Class Size and Sectioning: *Ave. class sizes:* Credit Prog. 20, Inten. Prog. 15, SBP 17. *Sections:* Inten. Prog. – multiple sections, number flexible; Credit Prog. & SBP – multiple sections, number not flexible.

Type of Student Served by Programs: Credit Prog.: part-time, shared academic study in ELT unit. Inten. Prog.: full-time, multi-purpose study in ELT unit; most pre-academic. SBP: full-time, multi-purpose study in ELT unit.

Courses Offered in Program:

Credit Program:

- ESL 1101, 1102, 1301, 1302 – Designed for undergrad. students, a series of preparatory ESL courses ranging from beginning level (1101) to int. level (1302), focusing on listening and reading skills using materials related to university contexts. Note: ESL 1101 and 1102 are non-credit courses. Students proceed to 1303 (see below) after 1302.
- ESL 1131, 1132, 1133, 1134 – A series of preparatory courses designed for special students, focusing on oral and written communication in ESL from the beginning level up to the int. level. Not automatically counted for credit towards under-grad. degrees, but are given consideration as such upon appl. for admission. Students proceed to 1303 after 1134.
- ESL 1303 Oral and Written Communication: High Intermed. I
- ESL 1304 Oral and Written Communication: High Intermed. II
- ESL 2100 Advanced Language Skills in ESL
- ESL 2200 Advanced Lang. Skills in ESL (Note: 6-credit course)
- ESL 2300 Reading in ESL

- ESL 2301 Advanced Composition
- ESL 2302 English Grammar for Second Language Speakers
- ESL 2303 English Pronunciation for Sec. Language Speakers
- ESL 2320 English Administrative Writing for Sec. Lang. Speakers
- ESL 2330 Advanced Oral Communication Skills in ESL

Intensive Program)

- Courses in the 4 skills. A 21 hr/wk prog. [classroom + lab] taught by a team of teachers. Groups are formed at appropriate levels. Focus on development of 4 skills, through emphasis on social interaction, study skills, and ESP. Lang. lab work (6 hr/wk) provides nec. practice and contexts. This program may be academically oriented or more generally oriented, depending on the students' goals.

Summer Bursary Program

- Focus on 4 skills. 27 hrs/wk of classroom instruction plus additional cultural activities.

Responsibility for Syllabus: Credit Prog.: Most courses have a loosely-specified syllabus which the teacher uses mainly as a guideline. Inten. Prog. & SBP: usually the syllabus is the teacher's responsibility.

Supplementary Academic Orientation: Not supplementary; ELT unit provides instr. in study skills, incorporated into ESL prog. for adv. students.

Supplementary Cultural Orientation: ELT unit has provided formal cultural orientation only for groups of students (e.g., Venezuelans). Otherwise done informally by teachers and teaching assts.

Assistance with English Style, Grammar, etc., on Assignments: Yes. SRC is open all day, and offers access to a variety of ESL materials as well as teachers on duty who offer guided study programs and individual help.

Past Experience with CIDA-Sponsored Students

General Information: CIDA-sponsored students have attended on an individual basis, not in groups. Approx. 80 students per year over the past 5 years. Of the 81 in 1987-88, 76 were partially sponsored by CIDA and 5 totally sponsored by CIDA. They were spread around the university in both graduate and undergrad. programs, mainly in Science, Engineering, and Administration.

Instruction in ELT Unit: About 4 or 5 have attended per session, mainly attempting to improve their English with a view to obtaining acceptance into reg. grad. or undergrad. programs. Most of these students were Africans who normally took 1 semester of ESL training. No special programs were created for these students, though the existing program was expanded slightly and special sub-groups were set up to accommodate special needs. No compensation from any source was received for this. CIDA-sponsored students have not been an anomaly with respect to the usual demands for ELT services, and have received no special treatment as regards the satisfying of English proficiency prerequisites for university entrance.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present programs: 2 mo.

If a special prog. needed to be designed for them: 1 mo.

For further information write:

Mrs. Sandra Burger
Head, ESL Section
Centre for Second Language Learning
University of Ottawa
600 King Edward Ave.
Ottawa, Ont. K1N 6N5
Tel. (613) 564-2973.

QUEEN'S UNIVERSITY, Kingston, Ont.
Centre: School of English

General Description

The School of English, a special unit devoted exclusively to ELT, offers a number of different programs and courses throughout the year.

1. **Fall/Winter EAP Courses:** These are academic, non-credit, intensive courses in both written and spoken English, offered at 3 levels -- elementary, intermediate, and advanced. They are designed primarily for foreign visa students at the university (80%), although they are attended also by Canadian students whose first language is not English, mainly Francophones (15%) and a few immigrants and refugees studying English in preparation for regular programs at the university (5%).
2. **English for Academic Writing:** This is a special course designed to help students whose spoken English is good but who require instruction in writing reports and essays.
3. **Summer School of English:** This is an intensive 6-week summer program in English, attended mainly by Canadian Francophone students (80%) but also by foreign visa students (15%) and some immigrant students at the university (5%).
4. **General English Course:** This is a special evening course in general English skills, intended almost exclusively for immigrants and refugees who wish to study English in preparation for Employment or for personal improvement. Few further details about this course are given below.

An important purpose of the EAP program is to prepare foreign visa students for graduate or undergraduate university work, usually in the fields of Engineering, Business, Education, the Sciences, and Computer Science. No changes to the above programs are envisioned in the near future.

It should be noted here that some ELT support is available from other departments at Queen's, although separate entries on these departments are not included in this survey.

1. **Faculty of Education, MacArthur College:** As part of the requirements for their course work, Education students provide tutoring services for individuals at all levels of English competence. Duration of services: Sept-May. For information, contact Mrs. Joan Kellway (Coordinator) at (613) 549-6994.
2. **Department of English, Queen's University:** This department offers an ESL course (English 005) for students already enrolled in the University who need to improve their reading and comprehension skills, as well as their ability to communicate. For information, contact Ms. Tara Oberai at (613) 545-2153.
3. **International Centre, Queen's University:** Offers occasional tutoring services for foreign students.

ELT Teaching Staff and Resources

Staff: 4 instructors on regular staff, 2 with perm. status. Staff increases by about 35 during the summer (because of the Summer English Program).

Min. Academic Qualif.: Information not avail.

Reg. Staff Academic Qualif.: B-4 (all have TESL Cert. as well).

Prof. Exper.: 5 years teaching experience, preferably in ESL, normally expected of staff. *Ave. Prof. Exper.:* Perm. staff 25 yrs, entire staff 15 yrs, summer staff 10 yrs.

Specialization: Yes, teachers have certain specialties: reading (2 teachers; 1 is a reading specialist), writing (1), structure/ applied linguistics (1), EST (1).

Resources:

Language Lab: There are 3 different labs at Queen's. Used for pronunciation exercises, structural drills, & listening comprehension. *Accessibility:* Available to classes (all students are assigned a formal lab) and individuals. *Degree of Use:* Extensive.

ELT Library/Resource Centre: There is a very large library, but student access is controlled.

Study Facilities: Other libraries/study halls in institution, and in residences.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: At least 2 weeks.

Selection/Entrance Criteria: *Education:* Post-secondary students only. *Age:* 16/17 up. *Proficiency in English:* Some basic English is required -- there is no beginner-level course. CELT Test -- score of 35 req.

Placement Criteria: EAP Program has 3 levels (elem, intermed., adv.). Initial placement is based on (1) Scores on CELT and ELI tests (2) Judgment of teachers, based on a student/teacher interview.

Promotion Criteria: (1) CELT/ELI tests (2) locally-prepared tests of various types, both teacher-specific and across sections (local standardized tests will be instituted in summer 1988) (3) classroom performance, teacher's judgment. Note: In the past, both placement and promotion procedures have tended to be relative and subjective, but these are now being tightened up.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; mainly standardized tests are used (TOEFL and/or Michigan Test), though recommendation of ELT unit is often deemed sufficient. (1) TOEFL: 580 (undergraduate) and 550 (graduate) req.; admin. at university (by ETS). (2) Michigan Test: information on scores not avail.; admin. by Dept. of English.

Specified English Prof. Req. for Acceptance into Graduate Progs.? Yes; ELT unit is frequently consulted. See information on TOEFL above. No special consideration given to foreign visa students.

Program Information

Duration and Timing: Fall/winter EAP: 3-month courses, Sept-Dec, Jan-Mar. Special Spring Session: 1 month, Apr-May; 6 weeks, May-Jun. Summer Program: 6 weeks, Jul-Aug.

Program Fees: Fall/winter EAP: Can. $1400, Foreign $1650. Spring Session: Can. $450, Foreign $550. Summer Prog.: Can. $650, Foreign $850. Additional fees for all sessions/ programs: Damage Deposit $100, Admin. Fee $100.

Class Size and Sectioning: Ave. Class Sizes: Fall/winter/spring classes 11-15; Summer classes 15-16. Sections: All courses -- multiple sections, number flexible.

Type of Student Served by Programs: Fall/winter EAP and Summer Programs: full-time, pre-academic study in ELT unit. General English: part-time, specific study in ELT unit.

Courses Offered in Program:

Fall/Winter EAP:

All courses offered at 3 levels -- Elementary (002), Intermediate (003), and Advanced (004).

- Reading
- Structure
- Writing
- Language Laboratory

English for Academic Writing: English 007.

Summer School of English:

All courses offered at 3 levels -- Elementary (002), Intermediate (003), Advanced (004), & Academic Writing 007).

- Reading
- Writing
- Structure
- Language Laboratory
- Elective Courses: Spelling, Idioms, Vocabulary, Study Skills, etc.

Responsibility for Syllabus: Fall/winter EAP: The syllabus is the teacher's responsibility, under the guidance of the director. Information about other program not avail.

Supplementary Academic Orientation: ELT unit gives formal instruction in the use of academic materials (dictionary, library, etc.), various forms of academic discourse (from report writing to the research paper), and training in giving an academic seminar; this formal instruction comes at the advanced level. Also, the Student Counselling Service offers free workshops in study skills and

communication skills that would be appropriate for foreign students with a fairly advanced English competence.

Supplementary Cultural Orientation: Yes. Queen's International Centre provides an introduction to the community, Canadian food, etc., as well as information on how to deal with Canada's climate. The language program itself gives a good deal of information on cultural topics (history, economics, practices, etc.).

Assistance with English Style, Grammar, etc., on Assignments: The university has a Writing Centre available to all students, who may receive up to 10 hours of tutoring.

Past Experience with CIDA-Sponsored Students

General Information: About 10 CIDA-sponsored foreign students may have attended Queen's on an individual basis over the past 5 years, but no specific information is available about these students. Eight CIDA-sponsored groups of students from overseas have attended over the last 5 years, either on a "project-related" basis or on common scholarships; on average there were 3-4 students in each of these groups. Specifically:

1. WUSC's Indonesia Program sponsored by the World Bank and CIDA placed approx. 20 students in graduate programs in Education and Computing in the periods 1986/87 and 1987/88.
2. Project-related groups include graduate training in Education, Chemistry, and Geology for the period 1986-88 and continuing.
3. A special 1-year technologist diploma program was arranged for 9 teachers from Swaziland (CIDA-sponsored through WUSC) in 1983/84 and 1984/85.

Instruction in ELT Unit: The students in the WUSC-administered Indonesia Program required ELT instruction from the English Language School, and the students from Swaziland received additional English training through MacArthur College's (Faculty of Education) program. (Note: MacArthur College's programs are quite flexible and designed for particular groups. The Dept. of English also provides courses for English upgrading which have had to be expanded to meet recent demand.) Special/ additional ELT programs were created to meet the needs of these students; all were funded by CIDA, either through WUSC or separately negotiated.

Special Character of CIDA-Sponsored Students: Sponsored students are somewhat unique in that they are really the only students who can be admitted to the university without English qualifications, but this is possible only if sponsoring agencies are willing to place them first in ELT programs. Foreign students are given a certain amount of additional special treatment with respect to the satisfying of English proficiency prerequisites for admission, in the following way. If there is no TOEFL score with a student's application, and he or she appears qualified but there is no opportunity prior to registration to take the TOEFL, the applicant may be tested by Queen's.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 3 wks.

If a special prog. needed to be designed for them: 6 wks.

For further information write:

Mrs. Eleanor Rogers
Director
English Language School
Old Medical Building
Queen's University
Kingston, Ont. K7L 3W2
Tel. (613) 545-2472.

UNIVERSITY OF TORONTO, Toronto, Ont.
Unit/Dept.: Language Learning Unit, School of Continuing Studies

General Description

The Language Learning Unit, which operates as part of the University of Toronto School of Continuing Studies, offers both credit and non-credit programs in ESL as well as non-credit programs in other languages. Figures on the types of ESL student normally enrolling in each individual program are not available, but on average the unit services the given percentage of students in each of the following categories: foreign visa students 40%, immigrants or refugees enrolled in regular programs at the U of T 15%, immigrants or refugees studying English in preparation for admission to the university 5%, immigrants or refugees studying English in preparation for employment or for personal improvement 18%, and Canadian students whose L1 is not English 22%. The programs offered are as follows:

1. **Intensive ESL Program:** A full-time, multi-level day program of non-credit courses in all the major skills, intended mainly for foreign visa students but serving other types of student as well.
2. **Courses for University Students:** Special ESL courses requested by academic faculties for students enrolled in regular programs at the U of T who need upgrading in particular aspects of English proficiency; both credit and non-credit courses are delivered. Example: Writing courses for Engineering students.
3. **Community Courses:** Skill-specific evening courses offered to adults in the community at large.
4. **Special Contract Programs:** Tailor-made ESL programs as contracted by clients.

Also, the unit carries out proficiency testing for university admission. Although the unit does not have the specific responsibility of preparing visa students for undergraduate work, its Courses for University Students provide ESL support for students already enrolled, particularly in Engineering. Preparing visa students for graduate university work is not a concern. With respect to changes planned for the near future, programs for non-native speaking Pharmacy students and additional Advanced Level ESP courses for Engineering students will be instituted shortly.

ELT Teaching Staff and Resources

Staff: 35 instructors on regular staff, 5 with perm. status; no variation in summer.

Min. Academic Qualif.: University degree with TESL training.

Perm. Staff Academic Qualif.: B-1, M-3, Ph.D.-1.

Prof. Exper.: 3 years ESL teaching experience normally expected. *Ave. Prof. Exper.:* Perm. staff 15 yrs, entire/ summer staff 7 yrs.

Specialization: Yes; writing (10 teachers), pronunciation (5), ESP (7), listening (7), reading (7), business English (2), talking (5), TOEFL/ grammar (6).

Resources:

Language Lab: Used for listening and pronunciation practice. *Accessibility*: Used by classes in the Intensive Program. *Degree of Use:* Fair. Computer Lab: Used by classes in the Intensive Program.

ELT Library/Resource Centre: Contains textbooks and resource materials, as well as audio/ visual materials.

Study Facilities: Students prefer to study at home.

A-V Centre: Equipment belongs to ELT unit.

Student Placement and Evaluation

Notice Time for Prog. Entry: Generally a notice of 1 day is sufficient for placement, if all immigration requirements have been met.

Selection Criteria: *Education:* no req.; those students in university will naturally have the necessary qualifications. *Age:* 18 up. *Proficiency in English:* Programs do not accommodate absolute beginners.

Placement Criteria: 4 levels in Intensive Program: elementary, low intermed., high intermed., advanced. In all programs, assessment and diagnosis is done in first class. Placement at appropriate levels is based on a battery of tests (mostly locally-prepared) which examines all skill areas.

Promotion Criteria: (1) Locally-prepared tests of various kinds, mainly teacher-specific. (2) Teachers' personal evaluations (the primary criterion).

Specified English Proficiency Required for Entrance into Regular Courses? Although students in ELT programs may be planning to enter academic programs, it is not the responsibility of the ELT unit to prepare them to meet particular required standards. The University of Toronto is very large, and each individual faculty or department has its own requirements regarding English proficiency. Information on TOEFL scores, etc., required by various faculties must be obtained from these faculties themselves. This generalization applies to graduate study programs as well. Note: The C.O.P.E. Test, developed and run by the School of Continuing Studies, is recognized for admission to graduate school, and is being considered for undergraduate admission purposes as well.

Program Information

Duration and Timing: Intensive Program and some Special Contracts: programs last 2 months; offered year-round. Courses for Univ. Students: 4-month courses, offered Sept-Dec, Jan-Apr. Community Courses: 3-month courses, offered year-round.

Program Fees: Intensive Prog.: $1200/prog., materials fee $75. Courses for Univ. Students: $100/course, materials fee $25. Community Courses: $250/course, materials fee $25.

Class Size and Sectioning: *Ave. Class Sizes:* Intensive Prog. 15, other courses 20. *Sections:* multiple, number flexible, in all courses/ programs.

Type of Student Served by Programs: Intensive Prog.: full-time, multi-purpose study in ELT unit. Courses for Univ. Students: part-time, shared academic study in ELT unit. Community Courses: part-time, specific study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

Intensive ESL Program:

- Talking -- 4 levels
- Writing -- 4 levels
- Listening -- 4 levels
- Reading -- 4 levels
- pronunciation - 4 levels
- Grammar -- 4 levels
- Elective Courses -- special courses devised by individual teachers on a wide variety of topics.

Courses for University Students:

- Writing
- Oral Skills
- ESP
- Students may also take the Community Courses below.

Community Courses:

- Talking
- Writing
- Listening
- Reading
- Pronunciation
- Grammar
- TOEFL Preparation
- Study Skills
- ESP (technical English; business English)

Responsibility for Syllabus: Each course is designed around certain performance objectives, which the teacher takes into account when diagnosing student needs.

Supplementary Academic Orientation: Not formally provided, although teachers may occasionally help students on an individual basis.

Supplementary Cultural Orientation: Yes; the International Student Centre gives an introductory information lecture to students at the start of each Intensive ESL Program.

Assistance with English Style, Grammar, etc., on Assignments: Provided by ELT unit on a regular basis, as one of its responsibilities.

Past Experience with CIDA-Sponsored Students

About 50 students altogether, attending either on an individual or group basis, have attended the U of T *and* studied in the ELT unit over the past 5 years. The groups, 3 or 4 in number, consisted of approx. 10 students each. The major fields of study were Engineering, Pharmacy, and Business. About 60% of the students were graduates and the remainder undergraduates; on average, the graduates stayed in Canada for 3 years and the undergraduates for 4 years. Most of these students were from Asian countries and were sponsored by CIDA through OROC. Some of these foreign students required ESP courses or programs to be developed to suit their needs; the costs of developing these courses or programs were paid by CIDA in all cases. Otherwise, CIDA-sponsored students have not been an anomaly with regard to the usual demands for ELT services in this unit. CIDA-sponsored students have received no special treatment with respect to e satisfying of English proficiency requirements for entrance into the university's academic programs.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 2 wks.

If a special prog. needed to be designed for them: 1 month.

For further information write:

Marian Tyacke
Coordinator, Language Learning Unit
School of Continuing Studies
University of Toronto
158 St. George St.
Toronto, Ont.
M5S 2V8
Tel. (416) 978-5679.

UNIVERSITY OF WATERLOO, Waterloo, Ont.
Centre: International Student Office

General Description

The ELT unit operates as part of the International Student Office (ISO), a student support unit that offers other kinds of assistance as well. Three basic ESL programs or courses are offered, as follows.

1. **English Conversation Class:** This is a weekly, informal, non-credit 2-hour class for foreign students (10%), immigrants or refugees preparing for employment or studying English for personal improvement (30%), and visiting scholars and their spouses (60%).
2. **English Tutor Program:** This is a program which matches foreign students with volunteering Canadian students on a one-to-one basis, for the purpose of English conversation practice. Students and tutors usually meet once or twice a week. About half of the students are visiting scholars from overseas or their spouses; the remainder are foreign students (25%) and immigrants or refugees studying English for employment or personal improvement (25%).
3. **TOEFL Preparation Course:** This is a special course designed to prepare prospective students to write the TOEFL, although some students attend out of interest. Student population: foreign students 30%, immigrants or refugees who wish to be admitted to university 30%, immigrants or refugees studying English for other purposes 20%, and Canadian students whose L_1 is not English 20%.

One purpose of the various courses is to prepare foreign students for undergraduate university work (fields of study unspecified). No changes to the three programs are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 2 instructors on regular staff, 1 with perm. status; staff decreases by 1 during summer.

Min. Academic Qualif.: Bachelor's degree.

Reg. Staff Academic Qualif.: M-2.

Prof. Exper.: no minimum exper. policy in effect. *Ave. Prof. Exper.:* Regular staff 9 yrs, summer staff 12 yrs.

Specialization: Yes; both regular instructors specialize in English grammar and conversation.

Resources:

Language Lab: Used for improving listening comprehension and pronunciation. *Accessibility:* English Conversation Class students use the lab at assigned class times. *Degree of use:* fair.

ELT Library/Resource Centre: None.

Study Facilities: Other libraries or study halls in the institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Conversation Class: no notice req. Tutor Prog.: tutors supplied on request, as available.

Selection/Entrance Criteria: *Education:* no req. *Age:* adults only. *Proficiency in English:* literacy in L_1 expected. A short interview is given on admission to program to determine if student can converse at least at a minimum level.

Placement Criteria: Usually 2 levels, intermediate and advanced. Levels are determined by the composition of the class. The criterion for placement is the same as for acceptance -- a short interview.

Promotion Criteria: Judgement of the teacher.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; usually a TOEFL score of 600 is expected. TOEFL administered by Wilfrid Laurier University, Registrar's office.

Specified English Prof. Req. for Acceptance into Graduate Programs? Yes. Foreign students usually require a TOEFL score of 500 with 50 points in each section.

Program Information

Duration and Timing:
Conversation Class: 2 hours/wk, 9 months/year (Sept-Jun).
English Tutor Prog.: 3 month "sessions," Sept-Dec, Jan-Apr, May-Jul.

Program Fees: No charge for any of the programs/courses.

Class Size and Sectioning:
Conversation Class: Ave. Class Size 12; sections multiple, number flexible.

English Tutor Prog.: N/A. English tutors are assigned to individual students and they make their own arrangements to meet.

Type of Student Served by Programs:

Conversation Class: part-time study in ELT unit, mainly by visiting scholars & spouses. English Tutor Prog.: foreign students, visiting scholars & spouses. TOEFL Preparation Course: part-time, specific study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

English Conversation Class (English conversation)

English Tutor Program No courses. (1-to-1 conversation practice)

TOEFL Preparation Course (listening comprehension, grammar)

Responsibility for Syllabus:

Conversation Class: usually the syllabus is the teachers's responsibility.

English Tutor Prog.: N/A.

TOEFL Prep. Course: course has a loosely-specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic Orientation: None ordinarily provided.

Supplementary Cultural Orientation: Provided by ELT unit. A 2-hour session in September covering university regulations and services, immigration regulations, International Student Office programs, etc. Also, on-going orientation during the year on an ad hoc basis in the ISO.

Assistance with English Style, Grammar, etc., on Assignments: Such help is normally available from the writing clinic on campus which, unfortunately, will soon be disbanded.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: Very little lead time would be required. They would enter the Conversation Class and another teacher would be hired.

If a special prog. needed to be designed for them: At the moment there are no facilities for designing a new course or program.

For further information write:

Ms. Linda Kellar
International Student Counsellor
Needles Hall
University of Waterloo
Waterloo, Ont. N2L 3G1
Tel. (519) 885-1211, ext. 2814.

UNIVERSITY OF WESTERN ONTARIO, London, Ont.
Dept/Unit: Faculty of Part-Time and Continuing Education, Language Learning Division

General Description

ELT services at the University of Western Ontario are provided by the Language Learning Division of the Faculty of Part-Time and Continuing Education. Three distinct types of program are offered, as follows.

1. **English Language Summer School (ELSS):** This is a 6-week intensive (25 hr/wk) English program designed for people whose first language is not English. The university operates a comparable French language summer school program at Trois-Pistoles, Que. The emphasis is on developing communicative competence in all 4 skill areas – listening, speaking, reading, and writing. The program also includes a full range of socio-cultural activities, organized for evenings and weekends. Courses are offered to accommodate all levels of language proficiency, from beginner to advanced. The students who take advantage of this program are of many types: foreign visa students (20%), Francophones (69%), immigrants or refugees enrolled as regular students at Western (1%) or who wish to enrol (5%), and immigrants or refugees preparing for employment (5%).
2. **Evening ESL Program:** A set of special skills courses (Writing, Pronunciation, TOEFL Preparation) at the advanced level, offered in the evenings during the regular academic year. These courses are intended both for students at the university and for members of the community. About 65% of those who take these courses are working adults with a variety of objectives; approx. 10% are foreign visa students.
3. **Contract Programs:** These are special programs developed for contract groups of foreign visa students (100%), e.g., a program for CIDA-sponsored Chinese scholars in the university Business School (see section on CIDA below).

Most of these programs are not specifically designed to prepare visa students for undergraduate university work, but preparation for graduate work is a significant responsibility, most commonly in the fields of Science and Business Administration. No major changes to these programs are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 5 instructors in regular session, none with perm. status; staff increases by about 10 in summer (because of ELSS).

Min. Academic Qualif.: B.Ed.

Staff Academic Qualif., Summer Included: Cert. TESL-1, B-4, M-4, B.Ed. + part of Ontario Additional Qualif. for Teachers Prog. in ESL – 6.

Prof. Exper.: At least one year teaching ESL expected of staff. *Ave. Prof. Exper.*: Regular session staff 6 yrs, summer staff 3 yrs.

Specialization: Yes; writing (2 teachers), TOEFL Prep. (2), pronunciation (1), reading (2), etc.

Resources:

Language Lab: Used for listening comprehension. *Accessibility:* Available to beginner and intermed. classes in ELSS, who use it 1 hr/day during program. The lab is actually a Faculty of Arts facility, and is not always available to ELT programs.

ELT Library/Resource Centre: None.

Study Facilities: Other libraries and study halls in the institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry:
ELSS: as little as 1 day.

Eve. Prog.: same, space permitting.
Contracts: as much time as required to mount the program, if new.

Selection/Entrance Criteria: *Education:* secondary school expected. *Age:* 18 up. *Proficiency in English:* ELSS – no req., all levels accepted; Eve. Prog. – for advanced-level students only, though no diagnosis is conducted; Contracts – various levels, testing done on arrival.

Placement Criteria: ELSS has many levels, but students tend to stay at the same level for all courses during the entire summer. CELT test used to place students at ELSS levels. Other programs have no levels. In Evening Courses, students enrol after reading course description and perhaps seeking advice in individual Faculty – no placement criteria. In Contract Programs, oral interviews are used along with TOEFL scores, etc.

Promotion Criteria: Insofar as this is done in ELSS, locally-prep. tests of various types, teacher-specific.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; various standardized tests used. (1) TOEFL – 550 req. (2) Michigan Test – 85 overall and no section below 80. (3) British Council Test – 6-7, depending on discipline. All these tests are administered externally, not by ELT unit.

Specified English Prof. Req. for Acceptance into Graduate Programs? Yes. The relevant academic dept. may be consulted; if a student's TOEFL score is inadequate, the dept. may sometimes intervene on his/her behalf.

Program Information

Duration and Timing: ELSS Program: 6 weeks, Jul-Aug. Evening ESL Prog.: courses last 2-3 months each, Oct-Dec & Jan-Mar. Contract Programs: variable.

Program Fees:
ELSS: Canadian students $640, foreign students $740; Materials Fee for some courses; Student Activity Fee (unspecified).
Evening ESL: Approx. $50-100 course (varies); no additional fees.
Contracts: Fees variable; depend on program development and materials needed, duration, etc.

Class Size and Sectioning: *Ave. Class Size:* ELSS and Evening ESL – 15-17; Contracts – max. 15, unless sponsor requests otherwise. *Sections:* Evening ESL – multiple sections, number flexible; ELSS and Contracts – N/A.

Type of Student Served by Programs:
ELSS: Full-time, multi-purpose study in ELT unit.
Evening ESL: Part-time, either shared or specific, study in ELT unit.
Contract Programs: Full-time, pre-academic study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

English Language Summer School)

- Reading and Writing – 7-10 levels – 1 hr. in A.M.
- Listening and Speaking – 7-10 levels – 1 hr. in A.M.
- Structure – 7-10 levels – 1 hr. in A.M.
- Pronunciation
- Lectures/Note-taking
- English for Business Purposes
- Academic Writing

(P.M. electives, most of 1 hour duration; students take any 2, or one 2-hour course.)

Responsibility for Syllabus: Instructors prepare course outlines and syllabi in consultation with the Academic Coordinator of the summer School. General guidelines are given to morning skill-area instructors, who must coordinate their syllabi with those of the other morning instructors teaching the same students.

Evening ESL Program

- Advanced Writing (Sent. structure, selecting and limiting a topic for an academic paper, constr. an outline, etc.)
- Pronunciation (sounds of Engl., sound patterns of sent., etc.)

- TOEFL Preparation (reading and listening comprehension, vocab. building, grammar, practice tests)

Responsibility for Syllabus: Usually the syllabus is the teacher's responsibility.

Contract Programs

- Each program is designed specifically to suit the clientele.

Responsibility for Syllabus: The syllabus for each course is often the product of a collaboration among teachers, with the participation of the coordinator, who establishes the program contours.

Supplementary Academic Orientation: Not formally provided.

Supplementary Cultural Orientation: Yes, provided by International Student Office of Counselling and Career Development Services, which offers counselling and specialized workshops. (Also, socio-cultural activities are an integral part of the ELSS program -- not supplementary, then.)

Assistance with English Style, Grammar, etc., on Assignments: Help is available from Effective Writing Instructors in the Faculty of Arts, who provide individual assistance (although they deal mostly with native speakers and are not ESL specialists).

Past Experience with CIDA-Sponsored Students

General Information: Three groups have attended over the past 5 years. They were participants in an exchange between Tsinghua University in China and Western's Business School. The students arrived in the winter to prepare for entry to the MBA program in the fall.

Instruction in ELT Unit: The Business School contracted with the Faculty of Part-Time and Continuing Education for the provision of specialized, business-oriented ESP programs for these groups. Completely new programs were created for them, usually 3 months in length. All these programs were financed by CIDA indirectly: the Business School paid the Faculty, but the funds came from CIDA. CIDA-sponsored students from overseas have been an anomaly with respect to the usual demands for ELT services, only insofar as the needs of MBA students were highly specialized. CIDA-sponsored students have received no special treatment with regard to the satisfying of English proficiency requirements for entrance into the university's academic programs.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: In ELSS, 2 weeks minimum (to allow hiring of extra staff).

If a special prog. needed to be designed for them: 2 months minimum.

For further information write:

Dr. M.E. Watts
Director, Language Learning Division
Faculty of Part-Time and Continuing Education
Room 23, Stevenson-Lawson Bldg.
University of Western Ontario
London, Ont. N6A 5B8
Tel. (519) 661-3636.

WILFRID LAURIER UNIVERSITY, Waterloo, Ont.
Department: English Department

General Description

There is no ELT unit as such at Wilfrid Laurier University. The English Department offers a single ESL course, English 103, designed for students at the university whose first language is not English. This course provides instruction in English language skills, primarily writing, at the advanced intermediate level. About half the students who take this course are foreign visa students; the remainder are immigrants enrolled in regular programs at the university (30%) or the sons/daughters of immigrants (20%), many of whom have language problems similar to those of their parents even though they are actually Canadians. These students are admitted to English 103 on the results of a University Placement Test and special tests designed by the ESL instructor. The course serves the function of preparing foreign visa students for undergraduate work conducted in English, most commonly (in recent years) in the fields of Business, Economics, Computer Science, and Music. Preparation for graduate studies is not a concern. No changes to the course are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 2 instructors on regular ELT staff, 1 full-time instructor and 1 part-time assistant. No variation in summer.

Min. Academic Qualif.: M.A., linguistics training, and experience in teaching ESL.

Perm. Staff Academic Qualif.: M-1, Ph.D.-1.

Ave. Prof. Exper.: Entire staff 6 yrs.

Specialization: Instructors have areas of expertise (e.g., Old English, Middle English, linguistics, etc.), but ESL duties are not assigned on the basis of these specialties.

Resources:

Language Lab: Used for pronunciation & intonation practice, mainly by the weakest students. *Degree of Use:* Minimal; only about 3-4 students in the course use the lab.

ELT Library/Resource Centre: None.

Study Facilities: Other libraries and study halls in the institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: 3 weeks.

Selection/Entrance Criteria: *Education:* Students must have met Univ. entrance requirements. *Age:* no req. *Proficiency in English:* TOEFL scoresacceptable for University admission.

Placement Criteria: English 103 is an advanced intermediate level course. Students below this level receive extra help through tutors, language labs, etc. (Some students are also sent to neighboring institutions which offer lower-level ESL instruction.) Placement in English 103 is determined by the results of University Placement Test and special tests devised by ESL instructor.

Promotion Criteria: N/A.

Specified English Proficiency Required for Entrance into Regular Courses? No; students who take English 103 have already been admitted. But students are required to take this course if their English skills are substantially below normal university requirements. With respect to university admission itself, two tests are involved: (1) TOEFL (req. score -- information not available). (2) University Placement Test (locally administered). The English Dept. (ELT unit) may be consulted in the case of visa students wishing to enter graduate programs.

Program Information

Duration and Timing: English 103 is a 3-month (1-semester) course, offered Sept-Dec.

Program Fees: Full-time tuition fees: Can. $1315/yr, Foreign $4627/yr. Single Course Fees: Can. $288, Foreign $926. Additional Fees : Student Activity Fee $110, Health Insurance (OHIP) $357/year.

Class Size and Sectioning: *Ave. Class Size* 15. *Sections:* Usually only one section of English 103 is run; this number is flexible, however.

Type of Student Served by Programs: Full-time, shared academic study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

English 103 - Advanced Intermediate ESL (4 skills, focus on writing)

Responsibility for Syllabus: Course has a loosely-specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic Orientation: Some orientation is provided by Graduate Studies Registrar.

Supplementary Cultural Orientation: Not formally provided.

Assistance with English Style, Grammar, etc., on Assignments: For weaker students, indiv. tutors are used, along with lang. labs.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 3 wks.

If a special prog. needed to be designed for them: N/A; the English Department does not ordinarily create special programs of this type.

For further information write:

Dr. James Weldon
Assistant Professor
Department of English
Wilfrid Laurier University
Waterloo, Ont. N2L 3C5
Tel. (519) 884-1970.

YORK UNIVERSITY, North York, Ont.
Centre: English Language Institute

General Description

The English Language Institute at York University is a special unit devoted exclusively to ELT. It offers a number of different non-credit programs to meet the needs of a variety of student types, as listed below. Most of the students served, around 90%, are enrolled in one ot the two major programs, EAP (60%) or ESP (30%).

1. **EAP Program:** A special program for pre-university students, mainly foreign visa students (90%) and immigrants or refugees who need to study English in preparation for university entrance (5%). The most common fields of entry are Business, Fine Arts, and Arts & Science. Both full-time (intensive) and part-time courses are offered.
2. **ESP Program:** Special courses in "effective communication" for business and professional people, mainly immigrants or refugees (90%) studying English for employment or for other reasons; the other 10% of the students who pursue these courses are immigrants/ refugees already enrolled in regular programs at York.
3. **MWP Program:** (Multicultural Workplace Programs) "One-to-one" or group, tailor-made courses contracted with companies (manufacturing, service, etc.).
4. **Summer Exchange Program:** Focus on language and Canadian culture.
5. **Contract Programs:** Special programs for contracted foreign groups, e.g., CIDA-sponsored Chinese students.

With regard to future changes, the unit plans to offer the ESP and MWP programs to a greater extent than at present.

ELT Teaching Staff and Resources

Staff: 10+ instructors on regular staff, none with perm. status; staff increases by 4-8 during summer.

Min. Academic Qualif.: TESL M.A. or related TESL education/ experience.

Perm. Staff Academic Qualif.: Exact information not available -- most have Master's degrees.

Prof. Exper.: Approx. 5 yrs experience teaching ESL desired of staff. Ave. Prof. Exper.: Entire staff 10 yrs.

Specialization: Yes, as follows: EAP (6 teachers), ESP [business] (5), MWP (1).

Resources:

Language Lab: None.

ELT Library/Resource Centre: Yes; also includes a recreational reading library for students.

Study Facilities: Other libraries or study halls in the institution.

A-V Centre: Shared with other departments; the ELT unit also owns some equipment of its own.

Student Placement and Evaluation

Notice Time for Prog. Entry: Specific information not available. Students are tested on first day of EAP classes.

Selection /Entrance Criteria: *Education:* Literacy expected. *Age:* 17 up. *Proficiency in English:* Intermediate to advanced proficiency required; programs do not normally accommodate beginners.

Placement Criteria: EAP courses are multi-skill (general EAP skills are all combined); levels -- Pre-EAP, Introductory, Intermediate, High Intermediate, Advanced. The usual placement criteria for EAP are: (1) locally-prepared skill-specific tests (e.g., cloze); (2) CELT Test; (3) York Test of Language Proficiency. ESP Courses: Levels will be introduced in Sept 1988 -- Introductory and Advanced; placement criteria for ESP will be an interview and writing sample.

Promotion Criteria: Mainly locally-prepared tests of various types, across sections; also teacher evaluations (subjective) of all skill areas.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; specific information not available.

Program Information

Duration and Timing: EAP: 2.5 month sessions, Sept-Dec, Jan-Apr, Jun-Jul. ESP: Same. Summer Programs: 1-month, Aug.

Program Fees: EAP: $305 for 60 hrs, $815 for 175 hrs; book deposit $50. ESP: $150 for 30 hrs. Summer Programs: $2000 + (all-inclusive – accommodation etc.). Fees to increase in Sept 1988.

Class Size and Sectioning: *Ave. Class Size:* 15, all programs. *Sections:* EAP and Summer – multiple; ESP – mostly single, some multiple; flexibility depends on availability of staff and space.

Type of Student Served by Programs: EAP: both full-time, pre-academic and part-time, specific study in ELT unit. ESP: part-time, specific study in ELT unit. Summer Exchange: full-time, multi-purpose study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

EAP Program

- Courses all have the same content, though level and emphasis varies (academic writing/reading/listening/speaking)

ESP Program (to be expanded)

- Pronunciation
- Conversation (register, idioms, colloquial speech)
- Academic Writing
- Technical Writing
- Business Writing
- TOEFL Preparation

Summer Exchange

- Single Course (listening, speaking, communicative a activities, Canadian Content – history, culture, economics, etc.)

Responsibility for Syllabus: Most courses have a fairly well-specified syllabus which the teacher is expected to follow. (Teachers are encouraged to develop new courses).

Supplementary Academic Orientation: Each EAP (intensive) student is interviewed early in course, and course-related problems and York admission problems, etc., are discussed.

Supplementary Cultural Orientation: (1) For EAP, cultural orientation is provided through reading passages, discussion, viewing films. (2) The Summer Exchange, CIDA China, and MWP programs have a strong cultural component.

Assistance with English Style, Grammar, etc., on Assignments: Instructors available for consultation.

Past Experience with CIDA-Sponsored Students

Some CIDA-sponsored students have attended York as regular students on an individual basis over the past 5 years, though these have not required assistance from the ELT unit. Some CIDA-sponsored groups have attended also: (1) 4 groups of Chinese students, 12-18 in each group, studying Agriculture, Medicine, Forestry,etc., in graduate or non-degree programs; most stayed 1-2 years in Canada, and did not require ELT assistance. (2) A small group from Indonesia in Environmental Studies and Law; 5 students in total were tutored 5 hours/week on a support basis. Because their needs were highly specific, a support system of tutorials using course materials was developed; this was financed by CIDA through its sponsoring agency. York will offer a CIDA-sponsored Thai language and orientation training program in 1988. CIDA-sponsored students have not received any special treatment with respect to the satisfying of English proficiency prerequisites for entrance into York's academic programs.

Comment: The English proficiency of CIDA-sponsored foreign students should be more carefully evaluated prior to arrival, and a realistic ELT preparatory or support program should be built into budgets.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: Lead time depends on enrolment and availability of instructors; probably one-half to one week.

If a special prog. needed to be designed for them: Same.

For further information write:

Suzanne Firth
Associate Director
York English Language Institute
Winters College 287
York University
4700 Keele St.
North York, Ont. M3J 1P3
Tel. (416) 736-5353.

YORK UNIVERSITY, North York, Ont.
Department: Faculty of Arts, Department of Languages, Literatures, and Linguistics

General Description

ELT services at York are offered primarily for direct or indirect credit through various faculties and units. The main vehicles are ESL courses, or courses which include ESL teaching although the credit received is for social science or humanities. The Department of Languages, Literatures, and Linguistics offers ESL through one multi-section first year course and one second year course.

1. **ESL 1000:** Introduction to Canadian Language and Culture
2. **ESL 2000:** English in Use

In addition, selected Social Science and Humanities courses are chosen as vehicles for offering ESL assistance to students. In some cases these are limited enrolment courses which admit only ESL students; in other cases the ESL students take lectures along with non-ESL students but are placed in ESL seminar groups. These last one hour more than non-ESL groups and are overseen by instructors who have course subject matter expertise and ESL training and/or experience. About 65% of the students who take the ESL 1000 and 2000 courses are foreign visa students; the remaining 35% are mainly landed immigrants enrolled in regular academic programs. These credit courses are for ESL students who are admitted to the undergraduate program of any faculty (Fine Arts, Science, etc.) and for whom ESL instruction is recommended.

ELT Teaching Staff and Resources

Staff: 2 full-time (1 permanent) and 15 instructors who do ESL on a part-time basis, several of whom are permanent appointments, but not in ESL. No variation in summer.

Min. Academic Qualif.: M.A. in ESL or equivalent.

Staff Academic Qualif.: M-9, Ph.D.-5.

Prof. Exper.: 3 years experience teaching university ESL expected. *Ave. Prof. Exper.:* Perm. staff 8 yrs, entire staff 5 yrs.

Specialization: Yes, quite frequently. In Social Sciences and Humanities, expertise is required for those courses with ESL sections.

Resources:

Language Lab: Used for listening comprehension exercises, some grammar and pronunciation. *Accessibility:* Used by students registered in ESL credit courses. *Degree of Use:* Fair; staff is moving towards more use of videos and computers in language teaching/learning.

ELT Library/Resource Centre: None.

Study Facilities: Within ELT unit, and in other libraries and study halls in the institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: The usual university requirements apply.

Selection Criteria: *Education:* Academic Qualifications for university admission. *Age:* No req. *Proficiency in English:* Sufficient English to permit academic study. Tests used and scores required: TOEFL 600, MELAB 90, York English Language Test -- minimum Category III (I-high).

Placement Criteria: No levels; students of different proficiencies are all accommodated within the same courses.

Promotion Criteria: To take ESL 2000, students must achieve C+ in ESL 1000 or permission of instructor.

Specified English Proficiency Required for Entrance into Regular Courses? Selection/entrance criteria, with program recommendation from advising/admissions: (1) TOEFL 600 (2) MELAB 80 (3) York English Language Test Category III - 50% (the latter is required of students applying in Ontario; students applying overseas write standardized tests administered by external agencies).

Program Information

Duration and Timing: 8-month courses, Sept-May. Special Program Feb-Jun.

Program Fees: Canadian or Landed Immigrant: $40/credit. Foreign: $160/ credit.

Class Size and Sectioning: Ave. Class Size 17. Sections multiple, number flexible.

Type of Student Served by Programs: Part-time, shared academic study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

ESL 1000: Introduction to Canadian English (culture, language, academic skills)

ESL 2000: English in Use (discourse analysis, concepts of communication, writing skills)

Responsibility for Syllabus: Usually the syllabus is the teacher's responsibility.

Supplementary Academic Orientation: Integrated into courses -- reading skills, note-taking, listening comprehension.

Supplementary Cultural Orientation: Integrated into courses -- cultural and political issues, etc.

Assistance with English Style, Grammar, etc., on Assignments: Generally provided by ELT unit; also in Writing Workshop.

Past Experience with CIDA-Sponsored Students:

Information not available.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: N/A.

If a special prog. needed to be designed for them: N/A.

For further information write:

Prof. Nicholas Elson
Coordinator, ESL
270 Winters College
York University
4700 Keele St.
North York, Ont. M3J 1P3
Tel. (416) 736-5142.

GLENDON COLLEGE, YORK UNIVERSITY, North York, Ont.
Program: ESL Programme

General Description

The English as a Second Language Programme at Glendon College functions as part of the Department of English. The general purpose of the program is to prepare non-native speakers of English for successful participation in the bilingual Liberal Arts academic program of study. The ESL Programme seeks to maximize the opportunities for students to integrate successfully into English-medium regular subject courses. For this reason, many of the ESL courses stress the English language skills necessary for study at the university level. In addition, the courses provide students with insights into the culture, media, and literature of English-speaking Canadians. All ESL courses are offered for credit, at 4 different levels (I - IV). Approximately 90% of the students served by the program are Canadian Francophones; the remainder are immigrants or refugees enrolled in regular programs at Glendon (8%) or foreign visa students (2%). The visa students who take ESL courses normally do so in preparation for regular courses in the Liberal Arts, including Humanities and Social Sciences, although some proceed to Education, Business Administration, or Law. No changes to the program are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 10 instructors on regular staff, 7 with perm. status; staff decreases by 3 in summer.

Min. Academic Qualif.: M.A. + qualifications in TESL and/or Applied Linguistics.

Perm. Staff Academic Qualif.: B-1, M-3, Ph.D.-3.

Prof. Exper.: 5 years experience teaching ESL expected of staff. Ave. Prof. Exper.: Perm. staff 20 yrs, regular staff 15 yrs, summer staff 20 yrs.

Specialization: Yes, as follows: writing (4 teachers), Text/Reading (4), Media (3), EAP/Social Science (10), Orientation to Canada (10).

Resources:

Language Lab: Used for (a) listening to extended auditory text, (b) listening and pronunciation activities. Accessibility: All ESL students have access; some courses routinely direct students to the lab for assignments and coursework. Degree of Use: Fair.

ELT Library/Resource Centre: None, though efforts continue to obtain one.

Study Facilities: Other libraries/study halls in institution, and in residence/homes.

A-V Centre: Shared with other departments; also, some equipment belongs to ELT unit.

Student Placement and Evaluation

Notice Time for Prog. Entry: Usually 1 day only is required, as this is the time required for placement testing; thus, notice time depends on days designated for such testing.

Selection/Entrance Criteria: Education: Ontario Grade 13 or equivalent from country of origin. Age: no req. Proficiency in English: See below for criteria for admission to Glendon regular programs.

Placement Criteria: 4 levels of courses are offered, with the intermediate and advanced levels seen as bridge courses to academic disciplines. An English Placement Test is used to determine appropriate levels -- includes reading, writing, and interview.

Promotion Criteria: Performance on courses (assignments, coursework, tests, exams). Tests, etc., are teacher-specific, but not the sole criteria for promotion.

Specified English Proficiency Required for Entrance into Regular Courses? Yes. TOEFL 580, MELAB 95, ELTS 6 -- all administered externally. Also York English Language Test, with applicants screened by an admissions committee (no published scores) -- administered by ELT unit.

Specified English Proficiency Required for Admission to Graduate Courses? Graduate Admissions Office uses TOEFL (550-600, depending on department) and MELAB (89-92, depending on department). No special consideration given to visa students.

Program Information

Duration and Timing: Courses offered Sept-Dec, Jan-Apr.

Program Fees: Can. $1665, Foreign $5445 (per academic year). Materials Fee $5/course.

Class Size and Sectioning: Max. Class Size 15. Sections: multiple; not usually flexible, though the number of sections can be changed with adequate advance notice (Mar. 1).

Type of Student Served by Programs: Generally part-time, shared academic study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

Level I: Initial/Beginner

- ENSL 1500 - Initial English as a Second Language (multi-skill)
- ENSL 1700 - Communicating in Written English ENSL 1800 - Foundations in English Grammar

Level II: Intermediate

- ENSL 2300 - English Literary Texts -
- ENSL 2310 - English Non-Literary Texts -
- ENSL 2400 - English in Performance: Dramatic Arts -
- ENSL 2410 - English in Performance: Media -
- ENSL 2700 - Intermediate ESL (3 credits)
- ENSL 2700 - Intermediate ESL (6 credits)

Bridge Courses

Level III Advanced

- ENSL 3200 - Introduction to Canadian Culture
- ENSL 3500 - Advanced English as a Second Language
- ENSL 3550 - Continuing Advanced ESL (to be renamed)

Level IV Advanced

- ENSL 4500 - The Learning of English as a Second Language

Responsibility for Syllabus: Most courses have a generally-specified syllabus which the instructor uses mainly as a guideline.

Supplementary Academic Orientation: Not supplementary; integrated into regular courses. To the greatest extent possible, all courses from beginner to advanced focus on academic content, skills, and standards. All courses are regarded as part of a process to enable students to study other academic disciplines in English as an L2.

Supplementary Cultural Orientation: Provided by the ELT unit, both integrated and supplementary. Integrated: Focus on Canadian culture in certain courses. Supplementary: Excursions to places and institutions that exhibit aspects of Canadian culture.

Assistance with English Style, Grammar, etc., on Assignments: Regular assistance provided by ELT unit as part of coursework and assignments. Also, non-credit assistance is available at a Writing Workshop and the Counselling Centre.

Past Experience with CIDA-Sponsored Students

A few CIDA-sponsored students form overseas have attended Glendon College on an individual basis over the past 5 years, all in undergraduate Liberal Arts programs (e.g., Political Science, International Studies). These students, from Francophone African countries, spent 3-4 years in Canada on average. They required assistance from the ELT unit. Also, two groups of CIDA-sponsored foreign students have attended Glendon during the past 5 years; there were 9 students in the first group and 3 in the second. All were teachers of university-level English language, attending Glendon as part of a CIDA-China Language and Culture Project. Both groups required assistance from the ELT unit; generally, individuals in these groups took relatively advanced ESL courses for (a) language development and (b) observation of teaching (curriculum, materials, teaching procedures).

With regard to the creation of special ELT programs, these groups of students generally followed regular courses in (a) ESL, and (b) mainstream English. But they were also provided with a special full-course on EFL and applied linguistics entitled "Teaching English as a Foreign Language with Special Reference to China." This course was financed by CIDA, as part of the overall financial package for the

year. Further Comments: CIDA-sponsored students from overseas have not received any special treatment with respect to the satisfying of English proficiency prerequisites for admission to the College's academic programs. For students from the People's Republic of China, the College currently relies on the CCLTC method.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: Information not available.

If a special prog. needed to be designed for them: Several months minimum lead time. Notice must be given before March 1, as staffing for the following September is done in Feb.

For further information write:

David Cooke
Director of ESL
English Department
Glendon College
York University
2275 Bayview Ave.
Toronto, Ont. M4N 3M6
Tel. (416) 487-6713 or 736-2100 (Ext. 8161).

ALGONQUIN COLLEGE, Ottawa, Ont.
Department: English as a Second Language Department

General Description

The English as a Second Language Department at Algonquin College is a self-contained unit devoted exclusively to ELT. It offers 4 distinct programs to satisfy the varying needs of a fairly large student population.

1. **ESL Intensive Program:** A full-time, intensive day program consisting of multi-level courses in the 4 skills, designed for fee-paying visa students, immigrants or refugees studying English in preparation for admittance to post-secondary institutions or for improved employment opportunities, and Canadian students whose L1 is not English. (Percentage figures are not available for this program or the others below.)
2. **ESL-CEIC Program:** A full-time day program consisting of multi-level courses in the 4 skills, intended mainly for CEIC-sponsored immigrants and refugees who need to study English in preparation for employment.
3. **ESL Evening Program:** A set of part-time evening courses in conversation, writing, and TOEFL preparation, designed for visa students, immigrants or refugees studying English in preparation for post-secondary academic or vocational work, and Canadian students whose L1 is not English.
4. **ESL Weekend Program:** A set of part-time Saturday courses in conversation and writing; these courses serve the same types of student as do the courses in the Evening Program.

Preparing foreign visa students for graduate or undergraduate work is not a responsibility of these programs. No changes to these programs are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 50 instructors on regular staff, 6 with perm. status; no variation in summer.

Min. Academic Qualif.: Univ. degree or Teaching Cert.

Perm. Staff Academic Qualif.: B-5, M-1; all 6 have Certificates in TESL.

Prof. Exper.: Minimum expected prof. exper. not avail. *Ave. Prof. Exper.:* Perm. staff 10 yrs, regular/summer staff 5 yrs.

Specialization: Yes; writing (5 teachers), EST (6).

Resources:

Language Lab: Used for listening comprehension, pronunciation, grammar drills. *Accessibility:* CEIC and Intensive classes have regular lab periods with a teacher. *Degree of Use:* Extensive.

ELT Library/Resource Centre: The Campus Resource Centre has an ESL section containing printed materials and audio cassettes.

Study Facilities: Within ELT unit, in classrooms.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Intensive Prog.: Registration and placement take place every 6 weeks. Evening & Weekend Progs.: Registration and placement take place every semester. CEIC Prog.: Intakes on dates requested by CEIC.

Selection/Entrance Criteria: *Education:* no req.; all levels accepted. *Age:* adults only. *Proficiency in English:* Intensive Prog. accommodates beginner 1 to advanced 3 students (i.e., all levels); CEIC Prog. accommodates literacy to intermediate 3 or advanced students. Evening & Weekend Progs: Accommodate beginner 1 to advanced 3 students. Students are accepted and placed in a level after an oral test in CEIC Prog. and after both oral and written tests in Intensive Prog.

Placement Criteria: Both Intensive and CEIC Programs have 9 levels -- Beginner 1,2,3; Intermediate 1,2,3; Advanced 1,2,3. Placement criteria: see entrance information above.

Promotion Criteria: Locally-prepared tests of various types, across sections; standard tests have been developed for each of the 3 beginner and intermediate levels. Teachers also prepare their own mini-tests and mid-term tests.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; both locally-prep. and standardized tests are used. The English Dept. administers admissions tests (unspecified) for regular programs.

Program Information

Duration and Timing: Intensive Prog.: courses last 6 weeks. Evening Prog.: courses last 3 months (Sept-Jan, May-Jul). Weekend Prog.: Course lasts 10 weeks, Sept-Jan, May. CEIC Prog.: Intake sponsored by CEIC for 24 weeks), term lasts 8 weeks.

Program Fees: Intensive Prog.: $150/session; Book Deposit $10. Evening Prog.: $82.50/course, Book Deposit $5. Weekend Prog.: $100/course, no additional fees. CEIC Prog.: N/C.

Class Size and Sectioning: *Ave. Class Sizes:* Inten. Prog. 18-20, Eve. Prog. 18-20, Weekend Prog. 15-18. *Sections:* all programs -- usually single sections, but number flexible.

Type of Student Served by Programs: Intensive and CEIC Progs.: full-time, multi-purpose study in ELT unit. Evening and Weekend Progs.: part-time, shared academic/vocational or specific study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

ESL Intensive Program)

- 9 levels (4 skills)

ESL-CEIC Program)

- 9 levels (4 skills, employment preparation)

ESL Evening Program)

- ESL Conversation (conversation, some reading/writing)
- ESL Basic Writing
- ESL Writing -- Intermediate, Advanced
- ESL TOEFL Preparation

ESL Weekend Program)

- ESL Saturday (conversation, some reading/writing)
- ESL Administrative Writing

Responsibility for Syllabus: Intensive & CEIC Progs.: Most courses have a fairly well-specified syllabus which the teacher is expected to follow. Evening & Weekend Progs.: Responsibility for syllabus varies, dep. on course.

Supplementary Academic Orientation: Yes; International Programs Dept. provides some orientation.

Supplementary Cultural Orientation: Not formally provided.

Assistance with English Style, Grammar, etc., on Assignments: Help is available from the English Dept.

Past Experience with CIDA-Sponsored Students

Two CIDA-sponsored students have attended the college on an individual basis over the past 5 years. One student from Malawi was enrolled in a 1-year Information Processing program. One student from the Yemen Arab Republic pursued a 3-year program in Computing Engineering Technology. These students did not require ESL instruction and thus no special programs, etc., had to be created to satisfy their needs. CIDA-sponsored students from overseas have not received any special treatment with regard to the satisfying of English proficiency prerequisites for entrance into the institution's academic or vocational training programs.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 1 week before beginning of Intensive term or Evening/ Saturday semester.

If a special prog. needed to be designed for them: information not available.

For further information write:

Catherine Patterson Kidd
ESL Coordinator
ESL Department
Heron Park Campus
Algonquin College
1644 Bank St.
Ottawa, Ont. K1V 7Y6
Tel. (613) 738-6113 or 598-4530.

CANADORE COLLEGE, North Bay, Ont.
Program: General Arts and Science, ESL Option

General Description

A self-contained ELT unit offers a credit program consisting of 7 ESL-oriented courses designed specifically for Francophone students. The courses focus on a variety of skills (e.g., reading, oral communication) and/or topics (e.g., sociology, psychology, survival in an English community). Any or all of these courses, each of one semester duration, may be taken for degree or diploma credit. No foreign visa students ordinarily attend. No program changes are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: Normally 7 instructors (4 on permanent staff) during regular session; no change in spring or summer (no ESL programs offered).

Perm. Staff Academic Qualifications: B-3, M-1.

Professional Experience: None required of staff, though ESL teaching experience desirable; average experience -- Perm. staff 10 yrs, entire staff 5 yrs.

Specialization: None in particular.

Resources:

Language Lab: Used for listening and pronunciation practice, and for sound discrimination. *Accessibility:* Used by all students in program (classes mandatory). *Degree of Use:* Fair.

ELT Library/Resource Centre: None.

Study Facilities: Elsewhere in institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Program Entry: Registration by Sept. 1.

Selection/Entrance Criteria: *Education:* Grade 12 or equiv. *Age:* 16 up. *Proficiency in English:* None required. All students meeting these standards are accepted.

Placement Criteria: Two-level system, Intermediate and High-Intermediate (Course difficulty based on previous instruction students have received --instructors begin with review, then take students from where they are). All students are tested initially, then placed at appropriate level. Placement tests: Information not available.

Promotion Criteria: Promotion not by levels but by courses. Criteria: mainly locally-prepared written tests of various types, both section-specific and across sections.

Specified English Proficiency Required for Entrance into Regular Courses? Yes. *Criterion:* Canadian Achievement Test. *Required Scores:* Information not available. *Administration:* Local.

Spec. English Proficiency Required for Acceptance into Graduate Programs? Yes. Consultation: With ELT unit.

Program Information

Duration and Timing: ELT program length: 8 mo. per yr. Individual Courses: 1 semester each (Sept-Dec, Jan-Apr).

Program Fees: Tuition $360 per semester. Foreign Students: N/A. Materials fee: $150-200 per academic year.

Class Size and Sectioning: Ave. class size: 20-25, except in pronunciation and conversation classes, where large groups are subdivided. Sections: Multiple; number flexible.

Type of Student Served by Program: Exclusively Francophone at this time. Full-time, multi-purpose study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

- Intensive Reading (reading skills)
- Interaction and Communication (grammar)
- Oral Communication Skills (pronunciation, stress)
- Interactive English (idiomatic English)
- Language through Sociology (basic concepts of sociology through language study)
- Interpersonal Relations (basic concepts of psychology)
- Lifeskills in a Bilingual Community (survival in English banking, shopping, etc.)
- Volunteer Placement Service -- one-half day per week in second semester.

Responsibility for Syllabus: The coordinator is responsible for guiding the development of the syllabus; ultimately, however, all teachers are consulted and the decisions made are agreed upon by the whole group. Each teacher is responsible for one or two courses and has specific "areas" to cover but has freedom as to how and when he/she chooses to do so.

Supplementary Academic or Cultural Orientation: None formally provided; teachers may help students on an individual basis.

Assistance with English Style, Grammar, etc., on Assignments or Theses: N/A.

Past Experience with CIDA-Sponsored Students:

None.

For further information write:

Claudette Glussich
Coordinator, ESL Program
Canadore College
P.O. Box 5001, Gormanville Rd.
North Bay, Ont. P1B 8K9
Tel. (705) 474-7600, ext. 393.

CONESTOGA COLLEGE, Waterloo, Ont.
Centre: English as a Second Language Department

General Description

The English as a Second Language Department, a self-contained ELT unit, offers two separate programs to adult immigrants and refugees preparing for employment or for future post-secondary studies.

1. **ESL Program:** A federally-funded program serving newly-landed immigrants and refugees (98%), the vast majority of whom are preparing for employment in Canada (any employment, not necessarily in their previous fields). Other types of student, such as fee-paying visitors or foreign visa students, attend occasionally, but they are very rare. This is a full-time (25 hr/wk) day-school program lasting 24 weeks (though some students are "fast-tracked," i.e., they attend for a shorter period of time).
2. **TOEFL Preparation Program:** A part-time (6 hr/wk) evening school program designed to prepare immigrant or refugee students (98%) for the TOEFL, a prerequisite for acceptance by many Canadian post-secondary educational institutions.

Neither program is intended to prepare foreign visa students for undergraduate or graduate work, as very few students of this type attend the college. With regard to program changes envisioned in the near future, no information is available.

ELT Teaching Staff and Resources

Staff: 12 instructors in regular session, 8 perm. staff; staff increases by approx. 25% during summer.

Min. Academic Qualif.: B.A. + Teaching Cert. (Ont.).

Perm. Staff Academic Qualif.: B-5, M-2, Teach. Cert.-1.

Prof. Exper.: There is little staff turnover, and approx. 80% of staff have been teaching in the ELT unit since 1968. *Ave. Prof. Exper.:* Perm. staff 15 + yrs, entire staff 15 + yrs, summer staff 10 + yrs.

Specialization: None in particular.

Resources:

Language Lab: None.

ELT Library/Resource Centre: None.

Study Facilities: Within ELT unit -- in classrooms during breaks and/or lunch.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: No notice req. -- weekly intake of students, year-round.

Selection/Entrance Criteria: *Education:* no req., vast range of students (illiterate to Ph.D.). *Age:* 19 up. *Proficiency in English:* no req. *Other:* students must be landed immigrants, refugees, or refugee claimants, with rare exceptions.

Placement Criteria: With regard to levels, there is continuous upward movement through 135 structural topics and 10 basic functional types. The criterion used for initial placement is proficiency in the 135 structural topics; method of determining initial proficiency: information not available.

Promotion Criteria: (1) Locally-prepared oral tests, administered on one-to-one basis monthly; determines mastery of course material at different levels; admin. across sections. (2) Locally-prepared written tests, admin. to classes weekly, teacher-specific. (Note: Fast-track students are often promoted more quickly in order to expose them to all levels of the program, even if their oral skills are not as far advanced as desired).

Specified English Proficiency Required for Entrance into Regular Courses? N/A, as students are training for employment.

Program Information

Duration and Timing: ESL Program: 24 weeks, 25 hrs/wk, continuous intake, 12 mo/yr.
TOEFL Prep. Program: 3 months, 6 hrs/wk, continuous intake, Sept-Jun.

Program Fees: ESL Prog.: $17.60/wk; Student Activity Fee $3.00/program.
TOEFL Prep. Prog.: $56 for 8 weeks; no additional fees.

Class Size and Sectioning: *Average class size:* ESL Prog. 18-20, TOEFL Prep. Prog. 15-20. *Sections:* both programs feature multiple sections, number flexible.

Type of Student Served by Programs: ESL Prog.: Full-time, multi-purpose study in ELT unit. TOEFL Prep. Prog.: Part-time, specific study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

ESL Program:

- Oral Comprehension
- Response
- Generative Skills
- Pronunciation
- Reading
- Writing

TOEFL Prep. Program:

- One course (structure, aural comprehension, written comprehension)

Responsibility for Syllabus: ESL Prog.: Most courses have a fairly well-specified syllabus which the teacher is expected to follow.
TOEFL Prep. Prog.: Course has a loosely-specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic Orientation: Provided by ELT unit: counselling for course selection at university (very informal), information brochures advertising other post-secondary courses at Conestoga.

Supplementary Cultural Orientation: Provided by ELT unit. Topics include: (1) community resources (2) Food and money (comparison shopping, food groups, eating out -- tipping, etc.) (3) transportation (4) health care (5) clothing and fabrics (6) housing (7) job search techniques (8) banking and postal service (9) communications (telephone, etc.).

Assistance with English Style, Grammar, etc., on Assignments: N/A.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: Probably N/A, but if the group were in addition to the usual course number (120 students), about 1 week to organize additional staff.

If a special prog. needed to be designed for them: Have done this in as little as 3 weeks.

For further information write:

Paul Day
ESL Coordinator
Conestoga College
435 King St. N.
Waterloo, Ont. N2J 2Z5
Tel. (519) 885-0300, ext. 273.

GEORGE BROWN COLLEGE, Toronto, Ont.
Department: Language Training Department

General Description

The Language Training Department, a special unit devoted exclusively to ELT, offers two distinct ESL programs, including a general program of very large scale (50 instructors). The vast majority of students are immigrants and refugees.

1. **English as a Second Language - General Program (ESL):** This program is intended to furnish landed immigrants and refugees (99%) with the English language skills needed to enter the workforce. A very few foreign visa students (1%) attend. This is a full-time, multi-level, continuous intake, year-round program. The emphasis of instruction is on the 4 basic skills and English grammar.
2. **English for Science and High Technology (ESHT) Program:** This program has the same goal but is intended for engineers, technicians, and others with a specific scientific background. All the students in this program are immigrants or refugees preparing for employment.

The preparation of visa students for regular academic or vocational programs is not a responsibility of these programs, as very few foreign students attend. With regard to future changes, it is possible that EAP and/or ESP will be offered in conjunction with other departments in the College in the future.

ELT Teaching Staff and Resources

Staff: 50 instructors on regular staff, 44 with perm. status. No variation in summer, as program runs year-round.

Min. Academic Qualif.: B.A. or B.Ed., pref. with TESL certification.

Perm. Staff Academic Qualif.: B-37, M-5, Ph.D.-1.

Prof. Exper.: 2 years ESL teaching experience normally expected. Ave. Prof. Exper.: Perm. staff 16 yrs, regular/ summer staff 12-14 yrs.

Specialization: Some faculty specialize in ESP, others in teacher training, C.A.L.L., Second Language Acquisition.

Resources:

Language Lab: Used for pronunciation, listening activities, grammar drills. *Accessibility:* Classes are assigned to the lab 1 period/day; the classroom teacher accompanies the class and supervises. Note: the teacher also has the option of not using the lab on certain days if other activities would be more useful. *Degree of Use:* Extensive (however, a growing number of teachers prefer to use the Resource Centre or computer room instead).

ELT Library/Resource Centre: A Resource Centre contains materials for students to develop listening, reading, and writing skills; also games, magazines, foreign language dictionaries, reference & orientation materials.

Study Facilities: The Resource Centre is used quite extensively for this purpose.

A-V Centre: ELT unit has access to 2 A-V Centres; one is the property of the unit itself, and the other is shared with other departments on campus.

Student Placement and Evaluation

Notice Time for Prog. Entry: ESL: 1 week. ESHT: several months may be required.

Selection Criteria: *Education:* no req. *Age:* adults. *Proficiency in English:* students are accepted into the ESL program if they are assessed as needing all or part of the instruction provided. Students are accepted into ESHT if they are at the intermediate level in English – determined by a specially designed test.

Placement Criteria: The ESL program is organized into 6 levels of 4 weeks each. Levels 1 & 2 could be considered basic; Levels 3 & 4 are intermediate; and Levels 5 & 6 are advanced. Students normally move up one level each 4 weeks, so those who start at Level 1 take about 6 months to

complete the program. Students are initially placed according to their proficiency in English, which is determined through an oral assessment by the chairperson or by an experienced teacher; also by performance on a listening test and a grammar test.

Promotion Criteria: Locally-prepared tests of speaking, listening, reading, writing, and grammar, administered across sections (dept-wide). Also, teachers' assessments of individual progress are taken into account for promotion purposes.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; both locally-prepared and standardized tests are used, in particular Functional Level Tests in English and Math. (details not avail.). The college Test Centre administers the tests used as criteria for admission to regular programs.

Program Information

Duration and Timing: ESL: continuous intake year-round program; students beginning at lowest level take 6 months to complete program. ESHT: programs normally take 3 months to complete, though this may vary.

Program Fees: Both programs: Can. $69.40 every 4 weeks; Foreign $3450 for 24 weeks. No additional fees.

Class Size and Sectioning: *Ave. Class Size:* ESL 20-24, ESHT 12-20. *Sections:* ESL -- multiple, number flexible; ESHT -- usually single sections, number flexible.

Type of Student Served by Programs: Both programs: full-time, multi-purpose study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

ESL Program: 6 levels, labelled 1-6. Students are placed at a suitable level on entrance to program, and subsequently move up one level each 4 weeks until Level 6 is completed. At each level courses are offered in: Listening, Speaking, Grammar, Reading, and Writing.

ESHT Programs: Focus is on the language and special needs of engineers and technicians. No other information available.

Responsibility for Syllabus: Both programs: most courses have a fairly well-specified syllabus which the teacher is expected to follow.

Supplementary Academic Orientation: Not in a formal sense, though teachers may occasionally help students on an individual basis.

Supplementary Cultural Orientation: Not formally provided.

Assistance with English Style, Grammar, etc., on Assignments: Normally available from other departments in the institution. Arrangements can be made for non-native speakers in other programs to work with ESL teachers. At present this is infrequent, but it is envisaged that specific procedures for college students requiring ESL, ESP, or EAP assistance will be developed in the near future.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 1 or 2 weeks.

If a special prog. needed to be designed for them: at least 1 month, depending on the length of the program and student needs.

For further information write:

Marsha Skolnik
Chairperson, Language Training Dept.
George Brown College
21 Nassau St.
Toronto, Ont. M5T 2T9
Tel. (416) 967-1212, ext. 4269.

GEORGIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY, Barrie, Ont.
Department: School of Career Development

General Description

ELT services at Georgian College are provided by the School of Career Development, which is responsible for all preparatory courses for post-secondary programs. The unit offers a single **Basic ESL Program** designed for students with little or no knowledge of English. The majority of students who enrol are immigrants or refugees preparing for employment or studying English for personal improvement (75%). Other student groups are immigrants/refugees who wish to be admitted into regular programs at the College (10%), immigrants/refugees already enrolled in regular programs (5%), foreign visa students (5%), and Canadian students whose L1 is not English (5%). The program is not designed to any significant extent to prepare foreign visa students for undergraduate work. No changes to the program are envisioned for the near future.

ELT Teaching Staff and Resources

Staff: 3 instructors on regular staff, 1 with perm. status; no variation in summer.

Min. Academic Qualif.: Information not avail.

Perm. Staff Academic Qualif.: B-1.

Prof. Exper.: No minimum experience required. *Ave. Prof. Exper.:* Perm. staff 7 yrs, entire staff 5-15 yrs.

Specialization: None in particular.

Resources

Language Lab: Used by some classes for listening and speaking practice, and for individual assignments. Degree of Use: Fair.

ELT Library/Resource Centre: None.

Study Facilities: Within ELT unit, in classroom.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: No specific start times to program; notice time varies, depending on time of year.

Selection/Entrance Criteria: *Education:* no req. *Age*: N/A. *Proficiency in English:* no minimum req.; students with fair proficiency in English would not be admitted.

Placement Criteria: No distinct levels; students are all low proficiency to start, and leave the program as they near the intermediate level. No placement criteria necessary.

Promotion Criteria: N/A; only one level.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; TOEFL used (no information available on scores required).

Program Information

Duration and Timing: 6-month program; time of year varies with demand.

Program Fees: Canadian: $553.60 for entire program. Weekly tuition: Canadian $18.15/week, Foreign 137.00/week. Other fees: Student Activity Fee $73, Convocation/I.D./etc. $46.

Class Size and Sectioning: *Ave. Class Size* less than 20. *Sections:* multiple, number flexible.

Type of Student Served by Programs: Full-time, multi-purpose study in ELT unit.

Courses Offered in Program:

A single beginner-level course focuses on speaking and listening skills, with some writing instruction for the better students.

Responsibility for Syllabus: The course has a loosely-specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic Orientation: Provided by Student Services; also the responsibility of each individual school at the College. The main form of academic orientation offered is remedial English.

Supplementary Cultural Orientation: Not formally provided.

Assistance with English Style, Grammar, etc., on Assignments: Normally available from some other department at the institution (unspecified).

Past Experience with CIDA-Sponsored Students

Three CIDA-sponsored students from Grenada have attended the college on an individual basis during the past five years. All studied Tourism Management in 3-year Diploma programs. One student was enrolled from 1983-86 and was granted a diploma in 1986. A second student attended during 1985-86 but withdrew after one year. A third student has just completed year 1 of the program. None of these students required instruction in the ELT unit.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: no lead time required.

If a special prog. needed to be designed for them: 4-6 weeks.

For further information write:

Richard Brooks
Academic Coordinator
School of Career Development
Georgian College of Applied Arts and Technology
1 Georgian Drive
Barrie, Ont. L3M 3X9
Tel. (705) 728-1951, ext. 371 or 554.

LOYALIST COLLEGE OF APPLIED ARTS AND TECHNOLOGY, Belleville, Ont.
Program: English As a Second Language (EASL)

General Description

The ELT unit at Loyalist College of Applied Arts and Technology operates as part of the Faculty of Continuing Education. It offers an *English As a Second Language* (EASL) program that includes:

1. instruction in pronunciation, vocabulary, and the sentence patterns required to develop the fluency necessary for obtaining employment.
2. the listening, speaking, reading, and writing skills needed to be a prudent consumer of goods and services in a new environment.
3. an introduction to the traditions and responsibilities that affect daily life in English-speaking Canadian society.

All of these components are included within a single course. The program serves a varied student population: immigrants or refugees studying English in preparation for employment or for personal improvement (71%), Canadian students whose native language is not English (20%), immigrants or refugees who wish to be admitted to regular programs in the institution (7%), foreign visa students (1%), and immigrants or refugees already enrolled as regular college students (1%). Preparation of foreign visa students for graduate or undergraduate work is not a responsibility of this EASL program. No changes to the program are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 5 instructors on regular staff, 2 with perm. status; no variation in summer.

Min. Academic Qualif.: B.A.

Perm. Staff Academic Qualif.: B-1.

Prof. Exper.: 2 years ESL teaching exper. expected of staff (this may include voluntary exper.). *Ave. Prof. Exper.*: Perm. staff – 15 yrs; entire regular/summer staff – 17 yrs.

Specialization: None in particular.

Resources:

Language Lab: Used for developing pronunciation and fluency in spoken responses, and developing listening comprehension. *Accessibility:* all students attend as a regularly-scheduled class activity. *Degree of Use:* extensive; it is considered an integral component of the program, providing opportunities for intensive drill and listening practice.

ELT Library/Resource Centre: Yes; contains supplementary grammar series, vocab. books, and texts adapted for easy reading and for the development of reading comprehension skills at intermediate and higher levels; also kits of cassette tapes for listening and pronunciation practice. All available for individual use.

Study Facilities: Minimal; students normally study at home.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: No notice time req.; a student may enter a course any time during the first week of classes without notice; late arrivals are admitted on an individual basis.

Selection/Entrance Criteria: *Education:* no req.; students range from illiterate to post-graduate. *Age:* adults only. *Proficiency in English:* all levels accepted; only individuals seeking admission in week 2 (or later) of a course are screened using an interview and testing. Other: tuition must be paid by either the student or a sponsor.

Placement Criteria: Students are not streamed by level; because of the small population base, enrolment is not sufficient to permit streaming according to proficiency. Instead, work within each

class/course allows students of different proficiency to function at the level of their abilities (see details under **Courses Offered in Program** below).

Promotion Criteria: At the end of each 12-week term a report is prepared for each student to reflect progress. This includes standardized tests administered on entry, after 11 weeks, and after 23 weeks. Attendance and performance on locally-prepared quizzes and assignments are also noted. Other tests are used to determine mastery of core content, not for promotion purposes. Further information regarding student progress: All students are encouraged to develop all their language skills to the highest level possible within the time available. It is recognized that readiness and learning rates for aural/oral and reading and writing skills vary, and the ELT unit seeks to capitalize on the strengths of a multi-level group approach that challenges and supports each student.

Specified English Proficiency Required for Entrance into Regular Courses? All ELT students must meet the same academic standards (including English proficiency) as other college students. Major Tests Used: (1) Adult Basic Learning Test (Grade 2 – Ontario Basic Skills). (2) Gates-McGinitie Test (Grade 9 – Academic upgrading). (3) Wide-Range Achievement Test (Grade 9 – Academic upgrading). Some of these tests are admin. externally (e.g., by Student Services Dept.) and some are admin. by the Fac. of Cont. Studies.

Program Information

Duration and Timing: Program lasts 5.5 months; times of year vary (course given on demand).

Program Fees: Canadian students $416.40, Foreign $3448.80. No additional fees.

Class Size and Sectioning: *Ave. class size* 15. *Multiple sections* when numbers permit; number flexible.

Type of Student Served by Programs: Full-time, multi-purpose study in ELT unit.

Courses Offered in Program:
All 4 skills plus pronunciation, vocabulary, grammar, and Canadian cultureare emphasized. Brief description of course activities:

1. One-third of the time in each course is devoted to the core program, delivered at a rate comfortable to the mid-range of the group; the top students are challenged with supplementary vocabulary and structures, and the weaker students are expected to perform the mechanical drills.
2. One-third of the time is spent on exercises to develop language skills needed for daily life; these vary in complexity.
3. One-third of the time is spent on conversation and reading skills where the students practice at their own levels and teacher time is given mainly to the weaker students.

Responsibility for Syllabus: Courses have a fairly well-specified syllabus which the teacher is expected to follow.

Supplementary Academic Orientation: Yes; the Student Services Department provides individual academic counselling and testing by appointment.

Supplementary Cultural Orientation: Yes. The ELT unit arranges field trips with preparation and follow-up activities, and also makes use of reading passages from current print media, with discussion and comprehension exercises.

Assistance with English Style, Grammar, etc., on Assignments: Not formally provided to college students not in full-time enrolment in ELT programs, but help is occasionally available from faculty on an individual basis.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+

If needs could be met within structure of present progs.: 3 wks.

If a special prog. needed to be designed for them: 3 months.

For further information write:

Joan E. Coyea
Teaching Master
Loyalist College of Applied Arts and Technology
P.O. Box 4200
Belleville, Ont. K8N 5B9
Tel. (613) 962-9501, ext. 277.

MOHAWK COLLEGE OF FINE ARTS AND TECHNOLOGY, Hamilton, Ont.
Program: Mohawk College – English Language Studies

General Description

A special unit devoted exclusively to ELT offers 3 distinct programs, mainly intended to help landed immigrants to learn sufficient English to integrate into the employment market.

1. **General Intensive Day Program:** A full-time (25 hrs/wk) ELT program pursued mainly by immigrants and refugees requiring English training in preparation for employment (92%). Some foreign visa students (5%) and Canadian students whose L1 is not English (3%) also attend.
2. **Part-Time Evening Classes:** Similar to the Intensive Program and taken by the same types of student (same proportions), except that classes are part-time only and offered in the evenings.
3. **Specialized Evening Classes:** Special evening courses in literacy, advanced skills, and TOEFL preparation. Taken mainly by immigrants/ refugees preparing for employment or studying English for personal improvement (90%); the remaining 10% of students are mostly foreign visa students, with a few Canadian students requiring ESL instruction also enrolled.

These programs are not usually concerned with preparing foreign visa students for undergraduate academic or vocational study, although occasionally this is a real objective for particular groups of foreign students. Some changes to these programs are being planned for the near future, in particular a shift towards options for students and more task-based learning.

ELT Teaching Staff and Resources

Staff: 43 instructors on regular staff (18 full-time, 25 part-time), 26 with perm. status. This number decreases considerably in the summer, when the full-time staff takes vacation.

Min. Academic Qualif.: TESL qualifications and/or ESL teaching qualif.

Perm. Staff Academic Qualif.: Cert. in TESL-20, B-14, M-3.

Prof. Exper.: A minimum of 1 year ESL teaching experience normally expected of staff. *Ave. Prof. Exper.:* Perm. staff 12-15 yrs, reg. staff 12-15 yrs, summer staff 5 yrs.

Specialization: Yes, to some degree; certain teachers are expert in ESL literacy, EOP, EAP, or TOEFL preparation.

Resources:

Language Lab: Used for aural comprehension, choral practice, and testing. *Accessibility:* The lab is used by classes, and on occasion by individual students. *Degree of Use:* Extensive.

ELT Library/Resource Centre: Resource Centre is used mainly by ELT students; contains audio tapes, reading materials, and computers for students.

Study Facilities: Within ELT unit.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Continuous intake.

Selection/Entrance Criteria: *Education:* no req. *Age:* no req. *Proficiency in English:* no req.; in-house placement on entry.

Placement Criteria: No levels in individual skill areas, as courses incorporate an integrated approach; students do not move from level to level in specific areas. Placement criteria are in-house placement tests – specific information not avail.

Promotion Criteria: Locally-prepared tests of various types, both teacher-specific and across sections; also, students advance according to competencies in curriculum.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; both locally-prepared and standardized tests are used. (1) TOEFL -- 535 req.; admin. externally. (2)

O.S.S.G.D. Grade 12 English (Advanced) -- 60% req.; admin. externally. (3) Mature Student Reading Comprehension Test -- score req. varies with program of entry; admin. by College Counselling Dept. (4) Study in Intensive ESL (full-time) Program -- level of achievement required varies with program of entry.

Program Information

Duration and Timing: Continuous intake program; students normally spend 6 months in program.

Program Fees: Canadian: $150/wk for General Intensive Day Prog.; Foreign: information not avail. Other programs: information not avail.

Class Size and Sectioning: *Ave. Class Size* 18. *Sections:* usually multiple, number flexible.

Type of Student Served by Programs: Gen. Intensive Day Prog.: full-time, multi-purpose study in ELT unit. Other programs: part-time study in ELT unit.

Courses Offered in Program:

General Intensive Day Program: Courses follow an integrated approach (4 skills, etc. -- specific information about course content not avail.) Levels: Information not avail.

Part-Time Evening Classes: Information not avail.

Specialized Evening Classes:

- Literacy
- Advanced Skills
- TOEFL Preparation

Responsibility for Syllabus: Varies. Some courses have a loosely-specified syllabus (used mainly as a guideline); others have a fairly well-specified syllabus.

Supplementary Academic Orientation: Yes; counsellors in International Projects Dept. provide counselling on students' academic futures.

Supplementary Cultural Orientation: Not formally provided.

Assistance with English Style, Grammar, etc., on Assignments: Such help is sometimes available, provided by teachers on a voluntary and individual basis.

Past Experience with CIDA-Sponsored Students

Two groups of CIDA-sponsored foreign students have attended the college during the past 5 years. The first group contained 15 technical trainees from Zimbabwe involved in work placements in their area of technical skill coupled with classroom instruction; their certificate program lasted appox. 8 months. The second group consisted of 18 Kenyan government and industrial middle management personnel who pursued an Energy Systems program for 4 months. Neither of these groups required ELT instruction, so no special ELT programs were created for them. They received no special treatment with regard to the satisfaction of English proficiency prerequisites for entrance into their training programs.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 1 month, to provide appropriate staffing.

If a special prog. needed to be designed for them: 1 month.

For further information about foreign student programs, write:

Mr. D. Chafe
Manager International Projects
Mohawk College of Applied Arts and Technology
P.O. Box 2034
Hamilton, Ont. L8N 3T2
Tel. (416) 575-1212, ext. 3088.

NORTHERN COLLEGE, South Porcupine, Ont.
Program: English as a Second Language

General Description

A special unit devoted exclusively to ELT offers 3 distinct ESL programs, each designed specifically for students with a particular set of needs. (Note: the acronyms used below are for convenience of description only, and are not necessarily those used by the ELT unit itself.)

1. **ESL for New Canadians** (ESL-NC): A full-time ESL program mainly designed to prepare new Canadians to assume their role in Canadian society. Students enrolling in this program are often sponsored by Canada Manpower. The vast majority of students are immigrants or refugees studying English in preparation for employment or for personal improvement (95%). A few, however, are Canadian citizens whose L1 is not English (5%).
2. **ESL for Foreign Students** (ESL-FS): A full-time ESL program designed to prepare foreign students to follow post-secondary academic or vocational programs conducted in English, mainly in technical areas like mining, architecture, surveying, civil engineering, welding, etc. About 90% of those enrolled are foreign visa students; the remaining 10% are Canadian students whose L1 is not English.
3. **ESL for Canadian Students** (ESL-CS): A part-time ESL program designed to strengthen the language skills of post-secondary Canadian students currently enrolled full-time in other (regular) programs at the college. All of those enrolled are Canadian citizens whose mother tongue is not English, mainly Francophones.

(Note: A segment of the student population at the College consists of Canadian Natives, many of whom -- 75% to 80% -- must take a special preparatory year largely because English is their second language. This initial year includes instruction in ESL, as well as upgrading in Mathematics and general life skills. Details about this special ESL program are not included in the descriptions below.) One program change planned for the near future is to increase those ESL programs presently of 24 weeks duration (ESL-FS and ESL-CS) to 36 weeks duration.

ELT Teaching Staff and Resources

Staff: 5 instructors in regular session, 3 with perm. status; no program during summer months.

Min. Academic Qualif.: B.A. + teaching cert. + TESL Cert. preferred.

Reg. Staff Academic Qualif.: Cert. TESL-2, B-3.

Prof. Exper.: normally several years of teaching + teaching ESL expected. *Ave. Prof. Exper.:* Perm. staff 10 yrs, Reg. staff 8 yrs.

Specialization: None in particular.

Resources:

Language Lab: Will be established in Sept 1988. To be used for the practice of oral and listening skills as well as for evaluation purposes. *Accessibility:* All full-time ELT students will be booked into the lab at least 1 hr/day; part-time students will be booked in at the discretion of the instructor. *Degree of Use:* expected to be fair.

ELT Library/Resource Centre: None.

Study Facilities: ESL-NC: within ELT unit. ESL-FS: in other libraries and study halls in the institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: All programs, 1 month.

Selection/entrance Criteria: ESL-NC: no req. ESL-FS: no precise information -- foreign students must be qualified, as they are selected through govt. agencies. *Age:* post-secondary. *Proficiency in English:* ESL-NC: no req. ESL-FS: TOEFL score req. (unspecified) -- ensures some proficiency.

Placement Criteria: 3 general levels (basic, intermediate, advanced), each with 3 sub-levels. ESL-NC: single-entry policy – all placed at basic level. ESL-FS: TOEFL score determines placement.

Promotion Criteria: Planned for Sept 1988: Locally-prepared objective tests (closely based on curriculum) to be given at the end of every 4 weeks to allow students to move from level to level. Tests will be given across sections.

Specified English Proficiency Required for Entrance into Regular Courses? Yes. Both locally-prep. and standardized tests used. Standardized: (1) TOEFL – 500 req. (2) Canadian Adult Achievement Test (CAAT) – req. score not established; admin. by ELT unit.

Program Information

Duration and Timing: ESL-NC: 9-month prog., Sept-May. ESL-FS & ESL-CS: 8-month prog., Sept-Apr.

Program Fees: ESL-NC: $17.35/week. ESL-FS: Foreign students $7000/yr. ESL-CS: $1.25/contract hour. No additional fees.

Class Size and Sectioning: *Ave. Class Size*: all progs. 12-15. *Sections:* Single; number not flexible (college is small).

Type of Student Served by Programs: ESL-NC: full-time, multi-purpose study in ELT unit. ESL-FS: full-time, pre-academic study in ELT unit. ESL-CS: part-time, shared academic/vocational study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

All programs contain the following 3 courses offered at different levels:

- Grammar (language structure)
- Speaking (oral skills)
- Listening (aural and reading comprehension)

Responsibility for Syllabus: All progs.: most courses have a fairly well-specified syllabus which the teacher is expected to follow.

Supplementary Academic Orientation: ESL-NC: not formally provided, although ELT unit may occasionally help students on an individual basis. ESL-FS: Student Services Dept. provides assistance - audit courses, pre-registration study skills activity.

Supplementary Cultural Orientation: ESL-NC: not formally provided. ESL-FS: Student Services Dept. arranges trips to local institutions (banks, grocery stores, etc.) and trips to other cities and provinces.

Assistance with English Style, Grammar, etc., on Assignments: Such help is normally avail. from some other dept. in the institution.

Past Experience with CIDA-Sponsored Students:

Indication that some CIDA-sponsored groups of students may have attended the college over the past 5 years, but no other information available.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: accommodation would be straightforward in Sept. – little lead time required.

If a special prog. needed to be designed for them: N/A; ELT unit does not normally mount special programs.

For further information write:

Noella McNair
Chairperson of Communications
Northern College
P.O. Box 2002
South Porcupine, Ont. P0N 1H0
Tel. (705) 235-3211, ext. 217.

ROYAL MILITARY COLLEGE (RMC), Kingston, Ont.
Centre: Language Centre

General Description

The Language Centre at the RMC is a special unit devoted exclusively to ELT. It offers a single ESL program designed to improve the English skills of Canadian Francophone students who are enrolled in regular undergraduate programs at the college. These students are preparing for careers in the military, and because the College is bilingual they are able to pursue regular academic courses in their own language. However, the ESL program is a degree requirement (an integral part of the degree program) for these students. The program accommodates all levels from beginner to advanced; instruction is provided in all 4 skills, although more emphasis is placed on listening and speaking than on the written skills. No changes to the program are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 4 instructors on regular staff, all with perm. status; no variation in summer.

Min. Academic Qualif.: B.A.

Perm. Staff Academic Qualif.: B-4; all have TESL Cert.

Prof. Exper.: 1 year experience teaching ESL usually expected of staff. *Ave. Prof. Exper.:* 15 yrs.

Specialization: None in particular.

Resources:

Language Lab: Used for general listening and comprehension drills. *Accessibility:* Lab is used by classes. *Degree of Use:* Minimal.

ELT Library/Resource Centre: A well-stocked Resource Centre contains an extensive array of commercial and locally- produced pedagogic materials.

Study Facilities: Other libraries and study halls in the institution; also residence.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: 1 month.

Selection Criteria: *Education:* Students must be studying in a degree program. *Age:* Adults. *Proficiency in English:* No req.

Placement Criteria: Levels system used, beginner to advanced; 4 skills are measured individually on a proficiency scale of 0 to 5. Placement criteria are proficiency tests and curriculum placement tests (nature unspecified).

Promotion Criteria: Proficiency tests (ratings 0 to 5 in each skill area) administered across sections.

Specified English Proficiency Required for Entrance into Regular Courses? No; the College is bilingual and Francophones may study in regular programs in their own language. One standardized test is administered to students, by Language Standards Detachment of DND (Dept. of National Defence).

Program Information

Duration and Timing: 1 month.

Program Fees: N/A; students are fully funded and salaried.

Class Size and Sectioning: *Ave. Class Size* 8. *Sections* multiple, number not flexible.

Type of Student Served by Programs: Part-time, shared academic study in ELT unit.

Courses Offered in Program:

The ESL Program is viewed as one course divided into 5 phases consisting of 4 academic years plus 1 summer session for a total of 690 hours. Students' progress in all 4 skills is evaluated on a continuum over the 4-year period, with a maximum profile of: Listening 4, Speaking 4, Reading 3, Writing 3.

Responsibility for Syllabus: Most courses have a loosely-specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic Orientation: None.

Supplementary Cultural Orientation: None.

Assistance with English Style, Grammar, etc., on Assignments: Such help is rarely available, except occasionally when teachers provide it on a voluntary and individual basis.

Past Experience with CIDA-Sponsored Students:

None; N/A.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: N/A; the present program could not accommodate such students.

If a special prog. needed to be designed for them: 1 month.

For further information write:

Ken Jensen
Director, Language Centre
RMC Kingston
Kingston, Ont. K7K 5L0
Tel. (613) 541-6639.

RYERSON POLYTECHNICAL INSTITUTE, Toronto, Ont.
Department: English Department

General Description

ELT services at Ryerson Polytechnical Institute are provided by the English Department, which of course has other responsibilities as well. Two separate ESL programs are offered, as follows.

1. **ESL Day Courses:** 2 ESL credit courses, focusing primarily on composition, intended for full-time students at Ryerson (i.e., students who have been accepted into regular programs). About 70% of these regular students are landed immigrants or refugees; the others are either foreign visa students (20%) or Canadians whose first language is not English (10%).
2. **ESL Continuing Education Program:** A set of courses leading to a Certificate in ESL, intended mainly for people in the workplace; for the certificate, 6 courses are required out of the 11 offered, with courses available at levels from intermediate to advanced. A variety of different student types pursue this program: immigrants/ refugees studying English in preparation for employment (60%) or in preparation for college admission (10%), visa students (10%), immigrants/ refugees enrolled in regular programs at the Institute (10%), and Canadian students whose L_1 is not English (10%).

The Day Courses serve the function of preparing foreign visa students for regular undergraduate work at the Institute, mainly in the fields of Engineering, Computer Science, and Interior Design. No changes to these programs are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 5 instructors on regular Continuing Education ESL staff, 1 with perm. status; no variation in summer.

Min. Academic Qualif.: M.A.

Perm. Staff Academic Qualif.: M-1.

Prof. Exper.: 3 years experience teaching ESL usually required of staff. *Ave. Prof. Exper.:* Perm. staff 20 yrs, regular/ summer staff 7 yrs.

Specialization: None in particular.

Resources:

Language Lab: None.

ELT Library/Resource Centre: None; regular library contains books for circulation.

Study Facilities: Other libraries and study halls in the institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: 1 week.

Selection/Entrance Criteria: *Education:* no req. *Age:* no req. *Proficiency in English:* Some proficiency is required; based on tests, as follows. Day Courses -- Ryerson English Test (holistic writing) or TOEFL 580 (Note: this is req. of foreign students for Institute admission generally). Cont. Educ. Prog. -- Ryerson English Test or CELT.

Placement Criteria: Day courses do not have levels, but 2nd semester course is at a more advanced level than 1st semester course. In Cont. Educ. Prog., levels from intermediate to advanced are offered in speaking, writing. Placement criteria are the same as the acceptance criteria above.

Promotion Criteria: Locally-prepared tests of various types, teacher-specific.

Specified English Proficiency Required for Entrance into Regular Courses? Yes; both locally-prepared tests (Ryerson English Test) and standardized tests (TOEFL -- 580 req.) are used.

Program Information

Duration and Timing: Day Courses: 4-month courses, offered Sept-Dec, Jan-Apr.
Cont. Educ. Prog.: 4-month courses, offered Sept-Dec, Jan-Apr, May-Jul.

Program Fees:
Day Courses: students pay for an entire year's set of courses, which includes ESL courses; tuition -- Canadian students $1700/yr, Foreign $5221/yr.
Continuing Educ. Prog.: Can. $150-211/course, Foreign $594/course. No additional fees.

Class Size and Sectioning: *Ave. Class Sizes:* Day Courses 20, Cont. Educ. Courses 23. *Sections:* Day Courses -- multiple sections, number not flexible; Cont. Educ. Courses -- multiple sections, number flexible.

Type of Student Served by Programs:
Day Courses: part-time, shared academic/ vocational study in ELT unit.
Cont. Educ. Prog.: part-time, specific study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

ESL Day Program

- ENC 196 -- ESL (composition)
- ENC 197 -- ESL (composition)

ESL Continuing Education

- ESL CENC 196/CENC 197 (composition)
- COEN 294 -- Workshop I (intermediate reading & writing)
- COEN 295 -- Workshop II (high-intermed. reading & writing)
- COEN 296 -- Communicate in Business (intermed. bus. comm.)
- COEN 298 -- Technical Communication (intermed. tech. comm.)
- COEN 299 -- Advanced Conversation
- COEN 300 -- Intermediate Conversation
- COEN 301 -- Pronunciation (intermed. pronun. instruction)
- COEN 302 -- Reading Comprehension (adv. reading instruction)

Responsibility for Syllabus: Both programs -- most courses have a loosely specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic Orientation: Not formally provided, although teachers may occasionally help students on an individual basis.

Supplementary Cultural Orientation: Not formally provided.

Assistance with English Style, Grammar, etc., on Assignments: The ELT unit provides such assistance on a regular basis, as one of its responsibilities.

Past Experience with CIDA-Sponsored Students

About 5 groups of CIDA-sponsored students, 5-10 in each group, have attended Ryerson over the past 5 years. These included: (1) Some faculty from Shanghai University, mainly Economics and Engineering teachers; these attended for 1 year as part of a 5-year agreement (1985-90). (2) A group of about 8 students from China, sponsored by WUSC; no information is available about their field of study. None of these groups required extensive ESL study, although a few students took individual courses, both in the Day and Continuing Education Programs; they needed assistance mainly in listening comprehension and spoken English. No special ELT programs were created for them. None of these people had to satisfy English proficiency prerequisites for admission to the Institute, since they came not as "students" but as visiting faculty.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 3 mo.

If a special prog. needed to be designed for them: 6 mo.

For further information write:

Louis Buchanan
Professor of English
Ryerson Polytechnical Institute
350 Victoria St.
Toronto, Ont. M5B 2K3
Tel. (416) 979-5105

SIR SANDFORD FLEMING COLLEGE, Peterborough, Ont.
Centre: Department of International Education

General Description

ELT services are provided by two separate units at Sir Sandford Fleming College; see the next entry for information about the ESL Department and its Manpower programs. The International Education Office is responsible for management of ELT academic and special purpose programs for individual visa students and international contract groups. These programs cater primarily to the needs of students wishing to enter/continue studies at the post-secondary level. Programs offered are as follows:

1. **Intensive English for Academic Purposes (IEAP).** This category includes a 10-month program for students with basic English skills and a 6-month program for intermediate-level students. The focus of both programs is development of English language skills necessary for success in future academic or technical education. About 80% of the students enrolled in these programs are foreign visa students; the remainder are immigrants (5%) or Canadian students whose L1 is not English (15%).
2. **Japanese Summer English and Culture Program.** This is a special summer program designed to offer visiting Japanese students an opportunity to use the English language in a typical Canadian setting, and to provide these students with an understanding of Canadian culture, values, etc.
3. **Custom Contract Programs.** The duration and content of special contract programs are determined by the needs of the contracting groups.
4. **TESL Training Certificate for ESL Teachers.** English teachers from Japan were trained in this program during the summer of 1987.

A major purpose of the IEAP is to prepare visa students for undergraduate work at the college, mainly in the fields of technology of various types (90%) and business (5%). Some changes to the various programs are envisioned for the near future, but no specific information is available as to the nature of these changes.

ELT Teaching Staff and Resources

Staff: 3 instructors in regular session, all with permanent status. Staff increases by 1-2 during summer months.

Min. Academic Qualif.: Bachelor's degree.

Perm. Staff Academic Qualif.: B-1, M-2.

Prof. Exper.: 1 or 2 years teaching experience plus TESL Certificate required of staff. *Ave. Prof. Exper.*: Regular staff 11 years, summer staff 7 years.

Specialization: Yes, in teacher training (1) and culture-specific experience (1).

Resources:

Language Lab: Yes; used for drills in audio-oral proficiency, both in group and individual programs. *Accessibility:* IEAP, Japanese Program, and Contract Program students all have access on both a group and individual basis. *Degree of Use:* extensive; usually 1 hour/day(min.) allotted to language lab.

ELT Library/Resource Centre: Yes; students may borrow supplementary materials from both the library and instructors.

Study Facilities: Usually students study in classrooms and libraries.

A-V Centre: Yes, shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: 3 days for individual students, who are enrolled in Manpower ESL Program (see next entry) until IEAP program begins in Sept (10-month program) or Jan (6-month program).

Selection/Entrance Criteria: *Education:* IEAP - Grade 12 or equivalent. Contract Programs - no req. *Age:* No req. for contract programs. *Proficiency in English:* IEAP - 10-month program has no req.;

6-month program demands TOEFL 410-500. Japanese Program - Basic English req. Contract English - N/A.

Placement Criteria: 3 levels of courses, beginner - intermediate - advanced. Students are tested periodically and advance to appropriate levels as skills increase. Criteria used for placement: standardized tests such as ESLOA, ABLE (for all levels), TOEFL (for IEAP 6-month program).

Promotion Criteria: (1) ESLOA (2) Michigan Test (3) Institutional TOEFL (4) Locally-prepared tests of various types (5) Recommendation of instructor. Note: In IEAP programs, if students' skills are adequate, they may also audit regular post-secondary programs as part of IEAP program.

Specified English Proficiency Required for Entrance into Regular Courses? Yes. Mainly standardized tests are used to determined proficiency levels. TOEFL 525; Michigan 80-85. Administered locally (recognized TOEFL testing centre).

Program Information

Duration and Timing: IEAP 10-month program: Sept-Jun. IEAP 6-month program: Sept-Feb, Jan-Jun. Contact Programs run from 1-10 months, as required.

Program Fees: IEAP, both 10 and 6 month programs - Can. $20.30/week, foreign $153.00/week, all-inclusive. Contract Programs - Foreign $1000-1300 /month per student.

Class Size and Sectioning: *Ave. Class Size* 12-18. *Sections* multiple.

Type of Student Served by Programs: IEAP 10-month - mainly full-time, pre-academic study in ELT unit. IEAP 6-month - both full- and part-time study. Contract programs - Full-time, pre-academic or multi-purpose study in ELT unit.

Courses Offered in Program:

IEAP 10-month Program:

- Listening, Writing, Reading, Speaking, Language Lab,
- Post-Secondary Prep. - all courses offered at basic and intermediate levels.
- Also, topics like life skills, cross-cultural comm., study skills, etc., are integrated into curriculum.
- ESP training is incorporated into programs during last 3-5 months (e.g., Reading for Technology or Academic Reading, TOEFL Prep., Intro to Technical or Academic Writing, etc.). Special preparatory technology courses are also available to IEAP students (e.g., Introduction to Laboratory, Intro. to Computers, Pretechnical Math, Pretechnical Science).

IEAP 6-month Program:

- Listening, Writing, Reading, Speaking, Language Lab, Post-Secondary Prep. - all courses offered at intermediate and advanced levels. Also see further courses listed above for IEAP 10-month program.

Custom Contract Programs:

- Content varies with program – these programs are designed to meet the skills and needs of particular groups. In general, courses in Listening, Reading, Writing, Speaking, Language Lab, etc., are offered. Also Methodology (TESL), Field Placement, Vocabulary for Specific Purposes, Cross-Cultural skills, etc.

Responsibility for Syllabus: Varies with program.

Supplementary Academic Orientation: ELT unit provides study skills training and remedial assistance through PLT (Personal Learning Tutorial) service. Also offers counselling in academic and personal matters.

Supplementary Cultural Orientation: ELT unit provides assistance in financial, medical, legal, and sociocultural matters. Various off-campus groups provide legal/sociocultural assistance to students - e.g., Committee for Race Relations, Multicultural Association, New Canadians Centre, etc.

Assistance with English Style, Grammar, etc., on Assignments: Students may receive assistance through PLT (see above). Also, one-on-one tutoring is available form Trent Valley Literacy Association.

Past Experience with CIDA-Sponsored Students

Twelve students sponsored by CIDA on an individual basis have attended the college over the last 5 years. The majority of these were from Africa, the Caribbean, or Latin America. Many have been involved in Parks and Recreation, Cartography, or Environmental programs. In general there has been no mediating agency, i.e., the students have been sponsored by CIDA and have come directly to the College. During 1988, one student sponsored by CIDA attended through the technical training program and WUSC was the executing agency on the contract.

With regard to ELT services required for these students, over the past 5 years all students coming to the School of Natural Resources have had adequate English to take the required programs without additional help.

Further Comments: (a) The foreign students attending the college have not needed English training as much as they have needed assistance in understanding colloquialisms and Canadian usage of words. These would be the only areas in which students had initial difficulties, and conscious effort had to be made to avoid misunderstandings on word usage. (b) The biggest single task of the college with respect to foreign CIDA-sponsored students is to get these students to understand that in our educational process, it is quite acceptable for students to ask questions for clarification and not to try to fathom everything by oneself. In Canada we see it as a student's right to inquire, whereas in many cases these students regard this as a privilege.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 3 days.

If a special prog. needed to be designed for them: 1-2 months.

For further information write:

Joan Armstrong
Director
Department of International Education
Sir Sandford Fleming College
Brealey Drive
Peterborough, ON K9J 7B1
Tel. (705) 743-5610

Inquiries may also be directed to:

Suzanne Woods
Program Coordinator
(Address above)

SIR SANDFORD FLEMING COLLEGE, Peterborough, Ont.
Program: English As A Second Language

General Description

ELT services are provided by two separate units at Sir Sandford Fleming College; see the previous entry for information about the Department of International Education. ELT programs are also offered by the English as a Second Language department at Sutherland Campus, a special unit devoted only to ELT instruction. The general goal of the **English as a Second Language Program** is to provide a learning environment in which a student may adapt to Canadian culture and acquire the language skills required for employment or advanced education. More specifically, the program aims (1) to prepare CEIC-sponsored immigrant students for the workforce; (2) to prepare self-sponsored international visa students for college/ university/ business in their native countries; (3) to offer fee-paying landed immigrant students an opportunity to improve skills for general/ social/employment/ purposes. About 70% of the students enrolled are immigrants or refugees studying English in preparation for employment or for personal improvement. The remainder are foreign visa students (11%), immigrants aiming to enrol in regular programs at the college (11%), or Canadian students whose L1 is not English (8%). The program includes a variety of skill-oriented courses at 3 levels offered in a competency-based curriculum (see **Program Information** below). It should be noted that this program is not designed to prepare international visa students for undergraduate study at Sir Sandford Fleming College (see the previous entry for information on programs with this purpose). No changes to the ESL program are envisioned for the near future.

ELT Teaching Staff and Resources

Staff: 6 instructors on regular staff, 2 with "permanent" status, no variation in summer.

Min. Academic Qualif.: Bachelor's degree, preferably in a language-oriented major.

Perm. Staff Academic Qualif.: B-6.

Prof. Exper.: 2 years teaching experience (or TESL training and tutoring experience) preferred. *Ave. Prof. Exper.:* Perm. staff 24 years, regular staff 16 years.

Specialization: None in particular.

Resources:

Language Lab: Yes; used for listening practice (comprehension, discrimination, following directions, etc.), speaking (answering questions, taping speeches, etc.), pronunciation (including stress, intonation, rhythm, etc.).

ELT Library/Resource Centre: Yes.

Study Facilities: Other libraries or study halls at the college.

A-V Centre: Yes; serves other departments as well.

Student Placement and Evaluation

Notice Time for Prog. Entry: 3 days.

Selection/Entrance Criteria: *Education:* No req. *Age:* 17 up. *Proficiency in English:* No req.; absolute beginners accepted. *Other*: Landed immigrant status, citizenship, or student visa req.

Placement Criteria: 3 levels, basic/ intermediate/ advanced. Students move from level to level of the entire program (rather than course by course) when English proficiency seems strong enough to warrant promotion. Initial placement criteria: an oral test (4 levels) and a writing sample.

Promotion Criteria: See details on levels, above. Criteria for promotion include locally-prepared tests of various types, across sections. Note: Flexibility is emphasized; students are promoted as proficiency indicates, and not according to a rigid time frame.

Specified English Proficiency Required for Entrance into Regular Courses? Yes. A combination of tests is used for academic upgrading and/or trade training. The Michigan, TOEFL, or AP2 (Grade 12) are used as criteria for post-secondary acceptance, with requirements as follows. (1) Canadian

Test of Standard English - Grade 4 req. for acceptance into literacy program; Grade 7 req. for academic upgrading program. (2) Michigan - 80% needed for post-secondary acceptance. (3) TOEFL - 525 req. for post-secondary acceptance. Michigan Test and 2 TOEFLs administered annually by International Student Advisor; Canadian Tests of Standard English admin. by College Testing Dept.

Program Information

Duration and Timing: ESL program lasts 6 months; monthly intake year-round.

Program Fees: Can. $20.00/week, foreign $ 152.00/week; payable 3 months in advance.

Class Size and Sectioning: *Ave. Class Size* 15. *Sections:* usually single, but multiple if numbers allow.

Type of Student Served by Programs: Full-time, multi-purpose study in ELT unit.

Courses Offered in Program:

- Courses are offered at 3 levels, basic/ intermediate/ advanced. A competency-based curriculum is divided into 8-12 units (depending on level) related to survival skills (adaptation to Canadian culture). At the advanced level, the curriculum has a stronger leaning towards English for academic purposes. Courses offered include:
  - Listening
  - Pronunciation
  - Writing
  - Conversation
  - Lifeskills
  - Functions
  - Canadian and Other Cultures

Responsibility for Syllabus: Information not available.

Supplementary Academic Orientation: Provided by International Student Advisor at the Main Campus - career counselling and facilitating (communication with other institutions about international students). ESL Program offers study skills instruction.

Supplementary Cultural Orientation: Provided in ESL Program. Includes lessons and practice in survival skills (banking/ housing/ shopping, etc.), field trips to nearby large cities (Toronto, Ottawa) and to local/regional parks, rivers, etc. Also multicultural fairs and events, parties, dinners, dances, teas.

Assistance with English Style, Grammar, etc., on Assignments: Personalized Learning Tutorials (PLT) are provided for students who have academic difficulties.

Past Experience with CIDA-Sponsored Students:

For information on CIDA-sponsored students at Sir Sandford Fleming College, see previous entry.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 3 days.

If a special prog. needed to be designed for them): 1-2 months.

For further information write:

Carol Northcott
Coordinator
English as a Second Language Program
Sir Sandford Fleming College
526 McDonnel St.
Peterborough, ON K9J 7B1
Tel. (705) 743-5620 (ext. 287).

QUEBEC

CONCORDIA UNIVERSITY, Montreal, Que.
Centre: Continuing Education Language Institute (CELI)

General Description

Two different departments at Concordia University offer ELT courses of various types. The TESL Centre is responsible for credit ESL programs; see the next entry for detailed information about this unit. The Continuing Education Language Institute (CELI), a division of the Centre for Continuing Education, offers four types of non-credit ELT programs to a heterogeneous student population.

1. **English for Academic Purposes (EAP) Program:** An intensive, full-time ELT program, consisting of 6 single courses at different proficiency levels, designed to prepare students to undertake study in a post-secondary English-medium institution (college, university, company, etc.). The majority of students are foreign visa students (80%) who wish to continue their studies at a college or university. The remainder are immigrants or refugees preparing for employment (10%) or Canadian students whose L1 is not English, mainly Francophones (10%).
2. **Conversation Program:** A set of courses at 5 different levels, given in the evenings or on Saturdays, designed to develop speaking and listening skills. Students are mainly Francophones (60%) who need English for work or other business-related purposes. The remainder are immigrants or refugees preparing for employment (25%), studying English in preparation for admission to university credit programs (10%), or already enrolled in credit programs (5%).
3. **Writing Workshops:** A set of workshops which aim to develop basic composition skills in English. These are intended for students at the intermediate or advanced level who wish to improve their writing skills, either for coursework or to pass a university writing test; some business people also attend. The subcategorization of students is roughly the same as for the Conversation Program.
4. **English for Specific Purposes (ESP) Program:** Special courses developed upon request, e.g. technical writing for engineers, courses related to hospital administration, police technology. Students are usually groups of international students or professionals in companies in Montreal.

The primary purpose of the EAP program is to prepare foreign visa students for graduate or undergraduate university work in credit programs, the most popular fields of study being engineering, science, computer science, and business administration. No changes to the present programs are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 25 instructors in reg. session; 15 may be regarded as having a more or less "permanent" status, though all are officially "part-time" (contracts are awarded on a semester basis).

Min. Academic Qualif.: B.A. with diploma or specialization in ESL.

Perm. Staff Academic Qualif.: B-7, M-8.

Prof. Exper.: 2 years of ESL teaching exper. is normally expected of instructors. *Ave. Exper.:* perm. staff 10 yrs, reg. staff 6 yrs, summer staff 10 yrs.

Specialization: Not as a general rule, although expertise in particular areas is an important factor in hiring staff for ESP contracts, when consideration is given to the specialized content knowledge of applicants.

Resources:

Language Lab: A language lab in the traditional sense is not used by this ELT unit, although there is one at Concordia. Recently the unit has opted instead for tape recorders with 4 plugs for headphones; these are portable "labs," preferred because they foster greater interaction among students, who can work in groups, listen and discuss, etc. The main focus of use is on developing listening comprehension and on getting information for speaking activities. Students work together in groups of 3 or 4, frequently listening to different recordings so that later they can get together and exchange the information. *Accessibility:* easy access by small groups at all levels. *Degree of Use:* extensive.

ELT Library/Resource Centre: For a small fee, students have access to a "mod" lab where there is an assortment of material including tape recorders and computers.

Study Facilities: Usually classrooms; other libraries and study halls are available.

A-V Centre: Belongs to ELT unit itself.

Student Placement and Evaluation

Notice Time for Prog. Entry: 1 week prior to start of prog., as this is when placement test is given. However, international students must apply well in advance (2-3 mo) in order to get the necessary travel documents from Immigration.

Selection/Entrance Criteria: *Education:* no req. *Age:* 18 (visa students between 16 and 18 must be govt.-sponsored or sponsored by a family in Canada). *Proficiency in English:* no req.

Placement Criteria: Levels of various types exist in each program, but students do not move from level to level in each skill area. Rather, other methods are used to cope with variable abilities within each level (for details see **Courses Offered in Program** below). Criteria: (1) Oral interview (2) Writing sample.

Promotion Criteria: Locally-prep. tests of various types, across sections. Note: Students who do particularly well in a level may, at the end of the course, be recommended to skip a level. Students who complete the advanced level of EAP or the Conversation Class with a 75% grade or better receive Certificates of Proficiency.

Specified English Proficiency Required for Entrance into Regular Courses? Yes. International students or immigrants who are not educated in English and who apply for admission to undergraduate credit programs at Concordia are required to take the Concordia English Language Diagnostic Test (CELDT). This consists of (1) a standardized test, and (2) a writing task. The CELDT is administered by the TESL Centre.

Specified English Prof. Req. for Acceptance into Graduate Programs? Special consideration is given to visa students here: the degree of proficiency required/expected varies greatly, depending on the department. Consultation is normally with the relevant academic dept.

Program Information

Duration and Timing: EAP Prog.: four 10-week sessions, 24 hrs of instruction per wk, Sept-Dec, Jan-Mar, Apr-Jun, Jun-Aug. Conversation and Writing Workshops progs.: same sessions (but not offered in summer session), 4 hrs instruction per wk.

Program Fees: EAP: $1000/session, materials fee $25. Conversation Program: $135/session, materials fee $5. Writing Workshops: $180.

Class Size and Sectioning: *Ave. Class Sizes*: EAP 18, Conversation 18, Writing Workshops 12. *Sections:* All programs have multiple sections where necessary, number flexible.

Type of Student Served by Programs: EAP: full-time, pre-academic study in ELT unit. Conversation Prog.: part-time, either shared or specific, study in ELT unit. Writing Workshops: part-time, shared academic study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses) Within the EAP Program, all the different skills are taught in each course. Various techniques are used to accommodate students of different abilities: (1) For certain activities, having students use different materials. (2) Differentiating the demands of the task. (3) Opting for a pedagogy which promotes collaboration amongst students. (4) Providing additional work for a weak skill area. (5) Placement into a class which takes into account strengths and weaknesses.

The following courses /levels are offered in each program:

EAP Program [Each session is 10 weeks in length, all levels]

- Beginners - A course designed to help students acquire a basic knowledge of English to enable them to function in everyday social situations. (listening & speaking tasks, reading, grammar, pronun.)
- Elementary A - Continued development of ability to communicate in basic social situations. (listening and speaking tasks, simplified readings on topics of current interest, grammar, pronun.)
- Elementary B - Develops speaking skills. (group discussions, explaining factual information, listening, simple writing tasks, grammar)

- Intermediate A - Beginning activities of an academic nature. (notetaking, summarizing, composition writing; developing reading speed & comprehension)
- Intermediate B - Refining skills required to function in a university or professional setting. (notetaking, discussions, question-answering, summarizing; composition skills; TOEFL practice)
- Advanced - Further practice in academic skills. (a range of academic & non-academic reading materials; indiv. & group research projects focusing on integration of skills; advanced writing tasks incl. summaries, short term papers, essay-type exam ques.)

Conversation Program

- Classes at 5 levels, designed to help students improve their speaking and listening skills for social and work-related purposes. (a wide variety of interaction activities)

Writing Workshops

- Workshops at 3 levels, for qualified intermediate and advanced students. Instruction focuses on expanding the writer's repertoire of strategies for generating and organizing ideas, revising, and editing. Limited student enrolment allows time for student-teacher conferencing.

Responsibility for Syllabus: EAP: most courses have a fairly well-specified syllabus which the teacher is expected to follow. Conversation and Writing Workshop Progs.: most courses have a loosely-specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic Orientation: The ELT unit provides information about academic programs, language tests, etc.; communicated by the ESL Coordinator via in-class information sessions and indiv. counselling.

Supplementary Cultural Orientation: Provided by the ELT unit. School parties, class or school outings (skiing, sugaring-off parties, movies, theatre, museums, etc.).

Assistance with English Style, Grammar, etc., on Assignments: Available from Guidance Services. Concordia students who are having difficulty with writing in English can also take courses (e.g., Writing Workshops) where they can get help with course papers, etc.

Past Experience with CIDA-Sponsored Students

General Information: Two groups of 12 Chinese students each have taken ESL training at CELI during the past 5 years. Both groups were sponsored by WUSC (1986, 1987 -- part of the Canada-China Language and Cultural Program, St. Mary's University). Most were graduate students and specialists in their fields; a few went on to university (non-degree studies) but most were scheduled to start training programs in companies, in diverse fields --heat treatment, management of coal projects, solar energy, veterinary science, remote sensing management, etc.

Instruction in ELT Unit: CELI provided 6 weeks of intensive language training to each group, involving not an expansion of regular programs but rather an adaptation of methodology to particular needs or groups. Normally, institutions participating in ESP programs are presented with a curriculum and asked to incorporate certain types of activities. The students in the 2 CIDA-sponsored groups were given separate courses and were not integrated into the regular ELT programs. In both contracts, CIDA advanced (through its cooperating agency) a certain amount of money that was budgeted for curriculum development.

Further Comments: CIDA-sponsored students from overseas have not been an anomaly with regard to the usual demands for ELT services, as CELI is used to dealing with academically-bound/ career-oriented students. But the ELT unit would like to emphasize that a 6-week training period (the amount of time set aside for the 2 groups of Chinese students) is too short for most. Students who need more training should be given the extra time, so the ELT unit should be allowed more flexibility of scheduling. Inadequate language training undoubtedly creates considerable stress and may prevent students from deriving maximum benefits from their training programs. Also, whenever possible students should be integrated into regular intensive programs (provided the programs are appropriate to their needs) where they can mix with students of other language and cultural backgrounds (i.e., avoid the unilingual language ghetto).

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 1 week (for placement test).

If a special prog. needed to be designed for them: 3-4 weeks min.

For further information write:

Susan Parks
ESL Coordinator
Continuing Education Language Institute
Concordia University
CE 101
1822 de Maisonneuve Boulevard West
Montreal, Que. H3H 1J8
Tel. (514) 848-3610.

CONCORDIA UNIVERSISTY, Montreal, Que.
Centre/Program: TESL Centre, ESL Program

General Description

Two different departments at Concordia University offer ELT courses of various types. The Continuing Education Language Institute, a division of the Centre for Continuing Education, is responsible for non-credit programs; see the previous entry for detailed information about this unit. The TESL Centre, a self-contained unit, offers a credit ESL program designed for non-native speakers of English who possess sufficient English skills for university admittance but who require further training in the effective use of English in the university setting. The program consists of four 3-credit courses graded in order of difficulty and focusing on the four skill areas; see details below. Students may take these courses only if they are registered in degree or certificate programs at the university. Of the roughly 750 students enrolled in this program each academic year, appoximately 25% are foreign visa students, 40% immigrant students, and 35% Canadian students whose mother tongue is not English (mainly Francophones). One purpose of this program is to prepare foreign visa students for undergraduate study, most notably in the fields of Engineering and Commerce. Preparation of visa students for graduate study is not a major responsibility. No major changes to the program are envisioned in the near future, although one of the courses will be restructured in a year's time.

ELT Teaching Staff and Resources

Staff: Normally 15 part-time instructors (10 with more or less "permanent" status) during regular session; this number decreases to approx. 3 during spring/summer months.

Min. Academic Qualif.: Bachelor's degree and TESL Certificate normally expected of all staff.

Perm. Staff Academic Qualifications: B + TESL Cert.-5, M-5.

Professional Experience: 4 years minimum normally expected; average experience -- Perm. staff 8 yrs, entire staff 6 yrs, spring/summer staff 10 yrs.

Specialization: None in particular.

Resources:

Language Lab: Used for listening component of two lowest-level courses, and for individual pronunciation practice. *Accessibility:* Both classes and individuals may use it. *Degree of Use:* Extensive for classes, minimal for individuals.

ELT Library/Resource Centre: None.

Study Facilities: Elsewhere in institution.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Program Entry: Information not avail.

Selection/Entrance Criteria: *Education:* Jr. College (CEGEP). *Age*: 19 up. *Proficiency in English:* Certain specified standards must be met, as determined by the Concordia English Language Diagnostic Test.

Placement Criteria: The 4 courses represent different levels of difficulty. Initial course placement is based on scores achieved on Concordia English Language Diagnostic Test.

Promotion Criteria: Promotion from course to course is based on locally-prepared written tests of various types, usually administered across different sections. NOTE: ESL 209 (the third-level course) is required of visa students for graduation from degree programs. Visa students may also be required to take ESL 207 and 208 in preparation for 209; ESL 210 is not required, but is taken by students wanting advanced writing skills.

Specified English Proficiency Required for Entrance into Regular Courses? Yes, but this program is not intended to help students meet these standards. Students must already be enrolled in degree or diploma programs to take credit ESL courses.

Specified English Proficiency Required for Acceptance into Graduate Programs? Yes. Consultation: With ELT unit. Special treatment given to visa students in this regard: None.

Program Information

Duration and Timing: Duration of each course: 3 months. Times offered: Sept-Dec, Jan-Apr, Jun-Jul.

Program Fees: Tuition: Can. students $15/credit ($45/course); Foreign students $195/credit ($585/course). Student Activity Fee: $9/yr.

Class Size and Sectioning: *Ave. class size:* 22. *Sections:* Multiple; number flexible.

Type of Student Served by Programs: Part-time, shared academic study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

- ESL 207: Intermediate I (4 skills)
- ESL 208: Intermediate II (4 skills)
- ESL 209: Advanced I (writing, reading, listening)
- ESL 210: Advanced II (writing only)

Responsibility for Syllabus: Most courses have a fairly well-specified syllabus which the teacher is expected to follow.

Supplementary Academic Orientation: Guidance Dept. provides assistance with study skills and gives counselling on other matters.

Supplementary Cultural Orientation: None in a formal sense.

Assistance with English Style, Grammar, etc., on Assignments or Theses: ESL 207 has one tutor for extra tutorials (twice weekly) for difficulties with sentence grammar. Otherwise, instructors must provide individual assistance.

Past Experience with CIDA-Sponsored Students:

Minimal; about 5 students have attended on an individual basis over the past 5 years. No other information available.

For further information write:

Prof. M. Petrie
TESL Centre
Concordia University
1455 de Maisonneuve Blvd.
Montreal, Que. H3G 1M8
Tel. (514) 848-2452.

ATLANTIC PROVINCES

UNIVERSITY OF NEW BRUNSWICK, Fredericton, N.B.
Program/Dept: English Language Programme, Department of Extension and Summer Session

General Description

The English Language Programme at the University of New Brunswick is the responsibility of a special ELT unit located in the Department of Extension and Summer Session. The overall program includes a wide variety of English immersion programs, described below. The Total Immersion Submarine© Method is a specialty of this institution; it demands that students function in no other language but English during the entire period of enrolment (for total immersion situations) or during classes and activities (in partial immersion programs). Students are required to sign a Pledge agreeing to this condition, and those who intentionally function in a language other than English are asked to withdraw. The Total Immersion Submarine© Method – submersion in English – stresses that learning occurs everywhere, both inside and outside the four-wall classroom. The integral socio-cultural component reinforces formal classwork. The many programs serve a variety of student/client types, but individual subcategorization is unfeasible in this summary. Overall, about 80% of the students who enrol in these programs are Canadians whose L1 is not English, mainly Francophones. The remainder are foreign visa students (17%) or immigrants/ refugees studying English for various purposes (academic preparation, employment preparation, etc.). The different programs are listed and described below, with particular attention devoted to the first two (Total Immersion Submarine © Method). It will be convenient to depart from the usual format of these entries and include many specific details about these programs (timing, fees, etc.) here rather than in later sections.

1. **Total Immersion Submarine © Method Programme** -- 3-Week Fall and Winter Modules: 3-week small-group modules are offered 8 times per calendar year during the periods Jan-Apr and Sept-Dec. These modules are intended especially for members of the business and professional community. Total immersion in this program includes living with a Fredericton family for the duration. Courses are offered at 3 general levels: elementary, intermediate, and advanced. Each of these is further subdivided into 3 levels, thus providing 9 placement levels in total. On the basis of a standardized test (Michigan) and a personal interview, each student is placed at an appropriate general level, and a module timetable-itinerary is constructed to suit the student's needs and abilities and to maximize group benefits. Sub-grouping occurs within the general placement levels, so students may be at different sub-levels (high, middle, low) in the various skill areas (grammar, phonetics, etc.). Formal classes run from 9:00-4:30 Mon-Fri (with a lunch break spent with teachers). The period 4:30-5:30 (called Situational Learning) is devoted to community exploration, leisure activities, sports, tours, etc. Weekends feature group outings and tours to areas of local interest around Fredericton or in other parts of New Brunswick. Fees: $2,330/module (all inclusive -- tuition, books, excursions, room and board, etc.).
2. **Total Immersion Submarine© Method Programme -- Summer Sessions:** 6-week large-group sessions, offered twice yearly (May-Jun, Jul-Aug). Seven levels: Low Elementary, Elementary, Low Intermediate, Mid-Intermediate, High-Intermediate, Low-Advanced, Advanced. Six hours of formal classroom instruction per day. Informal interest groups meet on a regular basis in the evenings and weekends (crafts, sports instruction, hobbies, intellectual discussion, glee club, etc.), to reinforce the idea that learning occurs everywhere. Recreation includes visits, musical and theatrical evenings, films, sports, etc. Weekends are devoted to outings, tours, community interaction, etc. Students, instructors, and monitors are housed in a campus residence (the "Language House Community") for the duration of the course. Fees: $1350 all-inclusive (tuition, books, excursions, room and board, etc.).
3. **Day-Time Immersion Programme:** Daily classes in 1-week units, primarily for business/ professional/ mature student clientele in Fredericton area. Classes 30 hours/week, for flexible duration of enrolment; program runs continuously from Sept to Apr. Features: Students function exclusively in English during all classes and activities (includes noontime meal with an instructor); all proficiency levels avail.; individual timetabling and attention. Fees: $1,190/3 weeks (all-inclusive).
4. **Group Day-Time Immersion Programme:** Similar to above, but arranged for groups.
5. **Modified Immersion Programme:** Classes 15 hours/week, no set duration, running continuously from Sept to Apr. Features: All proficiency levels avail.; individual timetabling and attention; students function exclusively in English during all classes and activities. Fees: $200/week (all-incl.); special group arrangements available on request.

6. **Partial Modified Immersion Programme:** Similar to Modified Immersion Program, except that instruction is given 10 hours/week. Fees: $134/week (all-incl.); special group arrangements available on request.
7. **Progressive Immersion Classes:** Classes 3 hours/week, offered in 6-week, 14-week, and 28-week sessions at various times throughout academic year (not in summer). All communication in English, all levels available. Fees: Available on request.
8. **High School Total Immersion Submarine© Programme:** Four-week large-group program offered once yearly (Jul-Aug) for students aged 13-16. Formal classes are held from 8:00 - 11:30 a.m. and 6:00 - 9:00 p.m. In addition to formal classes, informal interest groups are held on a regular basis. Each student is required to participate in an activity of his/her choice. Each weekend, activities are scheduled to reinforce learning. Students and staff live in the "Language House Community," the base of the family learning-sharing experience. A nightly curfew is enforced.

Inasmuch as 17% of the people serviced by these programs are foreign visa students, one responsibility of the various programs is to prepare such students for undergraduate or graduate work. The only change envisioned in the near future is an increase in student enrolment.

ELT Teaching Staff and Resources

Staff: 17 instructors on regular staff, 12 with perm. status; staff increases by about 70 during summer.

Min. Academic Qualif.: Bachelor's degree or equivalent.

Perm. Staff Academic Qualif.: B-10, M-1, Ph.D.-1.

Prof. Exper.: Apprenticeship in the English Language Programme is an absolute requirement of all staff, regardless of other qualifications. *Ave. Prof. Exper.*: Perm. staff 10 yrs, regular staff 9 yrs, summer staff 4 yrs.

Specialization: None in particular.

Resources:

Language Lab: Use varies with the student -- listening comprehension, pronunciation, etc. *Accessibility:* Used by all students, as part of daily schedule. Also UNB English Language Programme Sound Lab© -- Focus on pronunciation. *Accessibility:* Used by all students, as part of daily schedule. Degree of Use: Extensive for all levels.

ELT Library/Resource Centre: None.

Study Facilities: Various locations available -- libraries, study halls, computer labs, etc.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: Students are advised to apply well in advance, as the various sessions fill quickly.

Selection/Entrance Criteria: *Education:* no req. *Age:* programs are designed for adults, except for the High School Programme. *Proficiency in English*: no req.

Placement Criteria: For information about levels, see General Description above. Criteria: Michigan Test of Aural Comprehension, Michigan Test of English Language Proficiency.

Promotion Criteria: No promotion in the usual sense; students' progress is judged through teacher evaluations.

Specified English Proficiency Required for Entrance into Regular Courses? Yes, this is the case at UNB. Mainly standardized tests are used: (1) Michigan Tests -- Graduate req. 80, undergrad. req. 85; admin. locally. (2) TOEFL -- admin. by UNB Registrar's office; Graduate req. 500, undergraduate req. 550.

In the case of admission to graduate programs, both the ELT unit and the relevant academic department may be consulted; no special consideration is given to visa students.

Program Information

Duration and Timing: See above.

Program Fees: See above.

Class Size and Sectioning: *Class size* varies from program to program. *Sections* are multiple if necessary, number flexible.

Type of Student Served by Programs: Varies from full-time total immersion to part-time 3 hrs/wk study in ELT unit.

Courses Offered in Program:

Total Immersion 3-Week Modules:

- Core Courses:
  - Grammar in Action – 50 min./day.
  - Sound Workout – 50 min./day.
  - Word/Language Mastery – 50 Min./day.
  - Basic Language Block
  - Immersion Strategy – 30 min./day.
  - Language Lab
  - Sound Lab©)
- Individualized Timetables (Itineraries) may include:
  - Idea Building, Reading & Word Study, Corrective Phonology, Idioms, Business English, Composition, Oral Presentation, Choral Reading, Reading Lab, Prose, Self-directed Verbal Analysis, Community Awareness, Spelling for Fun, Fredericton Field Assignment, Workshop, communications

Total Immersion 6-Week Summer Sessions:

- At all levels, courses include instruction in structure, pronunciation, intonation & stress, and idea building.
- Language lab and Sound Lab© at all levels.
- One of: Communications, Creative Drama, Creative Writing, The Arts, Experimental Art, Music, Business Discussion, Computing in English.
- Proficiency level determines afternoon program. Itinerary may include: Prose, Poetry, Composition, Idioms, Public Speaking, Reading and Word Study, Writing.

Responsibility for Syllabus: Programme Director.

Supplementary Academic Orientation: Yes, provided by ELT unit. Specific information not avail.

Supplementary Cultural Orientation: Cultural orientation is an intrinsic part of each program.

Assistance with English Style, Grammar, etc., on Assignments: ELT unit provides such assistance on a regular basis, as one of its responsibilities.

Past Experience with CIDA-Sponsored Students

A number of CIDA-sponsored students, perhaps 6 per year, have attended UNB on an individual basis *and* required ELT assistance over the past 5 years. Some were business professional students asked to study in the unit before proceeding to a professional assignment; the rest were in various other disciplines. No CIDA-sponsored groups have required ESL training, and no special programs have been created.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: As much time as possible; it would depend on the time of year.

If a special prog. needed to be designed for them: As much time as possible; specific lead times vary during the year.

For further information write:

Mrs. Mary E. Murray, Director
English Language Programme
University of New Brunswick
P.O. Box 4400
Fredericton, N.B. E3B 5A3
Tel. (506) 453-3564.

AVALON COMMUNITY COLLEGE, St. John's, NF
Program: English as a Second Language (Full-Time)

General Description

A self-contained unit designed specifically for full-time ELT, operating on the St. John's campus, offers an ESL program that is jointly funded by CEIC and the Provincial Government. (Note: See the next entry for information about the Avalon Community College Part-time ESL Program.) The goal of the full-time program is to ease new Canadians' transition into Canadian society. It provides the community's adult learners with the opportunity (1) to develop English language skills of speaking, listening, reading, and writing necessary for living and working in a predominantly English Canadian milieu, and (2) to gain an understanding of social, cultural, and political aspects of Canadian life. The program consists of single courses/classes at 3 different proficiency levels, offered full-time (8:30 am - 3:00 pm Mon-Fri) in 24-week sessions. The majority of students are immigrants or refugees studying English in preparation for employment (70%). Other groups are foreign visa students (20%) and immigrants or refugees who wish to be enrolled as regular students at the college (10%). Many students are sponsored by CEIC (40 in spring 1988). Preparation of students for graduate or undergraduate university work is not a priority. No changes to the program are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 5 instructors on regular staff, all with perm. status; no variation in summer.

Min. Academic Qualif.: One of (a) Newfoundland teaching cert. (b) special ESL teaching cert. (c) Class 5, Level A under the Technical and Vocational Instructors Classification Plan. *Perm. Staff Academic Qualif.:* B-5.

Prof. Exper.: One of the following normally expected: (a) 2 + years teaching exper. (b) 2 + years of formal cross-cultural exper. (c) fluency in a language other than English. *Ave. Prof. Exper.:* entire staff 4 years.

Specialization: Not as a general rule, although courses are sometimes assigned to individual teachers who have a particular specialization not generally taught in the regular course, when the need arises (e.g., special pronunciation unit, computer literacy, income tax preparation, etc.).

Resources:

Language Lab: Used for general listening comprehension tasks, dictation, pronunciation, pair work, jazz chants and songs, cloze exercises. *Accessibility:* Lab available to all classes and individuals during class hours. *Degree of Use:* Extensive; average 2.5 hrs/week per class.

ELT Library/Resource Centre: Not for students; there is a special ELT Library and Resource Centre for teachers, and some of its materials are made available to students.

Study Facilities: Within the ELT unit, in designated class areas.

A-V Centre: Equipment belongs to ELT unit.

Student Placement and Evaluation

Notice Time for Prog. Entry: Varies; the notice time required depends on the number of students awaiting placement, as only a limited number of seats are available. The usual time is around 3 months.

Selection/Entrance Criteria: *Education:* no req. *Age:* 17 up. *Proficiency in English:* no minimum req.; an initial assessment (fairly sophisticated -- individual and informal) is conducted, consisting of an oral interview which elicits factual & subjective data + communicative competence as well as proficiency in the 4 macro-skills (speaking, listening, reading, writing). From a 5-point rating scale, the individual's eligibility for the program is determined; if an applicant scores too highly, he/she will not be accepted.

Placement Criteria: 3 levels of proficiency -- beginner, intermediate, advanced. The acceptance interview (see above) determines placement. Evaluation may also include further testing on class materials and curriculum being used at the time of enrolment.

Promotion Criteria: Students are constantly evaluated to see if they should move to a different level. Locally-prep. tests of various types are used, both teacher-specific and across sections. Promotion sometimes occurs as a result of student requests, for various reasons (e.g., teacher-student differences, course too easy, etc.).

Specified English Proficiency Required for Entrance into Regular Courses? Yes; admittance is based on a standardized summative evaluation that was devised by teachers in the ELT unit. The results are accepted not only by Avalon C.C. but also by other academic and trade schools in the area. Administration is by ELT unit (head instructor). The summative evaluation is based on criterion-referenced tests that produce a description of what the learner can or cannot do in English; a 5-point Language Proficiency Rating Scale defines (in performance terms) 5 points along a continuum from 0 to native-like proficiency for each of the 4 macro-skills in English.

Program Information

Duration and Timing: Prog. duration 24 weeks; continuous intake all year round. Classes Mon-Fri, 8:30 am - 3:00 pm daily.

Program Fees: $220/semester + $30 registration fee (payable in advance to reserve a seat -- space is limited), or CEIC sponsorship ($40/day per student). Fees subject to change without notice.

Class Size and Sectioning: *Ave. class size* 15. Beginning-level classes are intentionally kept smaller than intermed./adv. classes. *Sections:* usually multiple at each level, but not flexible (i.e., students may have to wait to be placed).

Type of Student Served by Programs: Full-time, multi-purpose study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)
Classes/courses are offered at 3 levels, beginner, intermediate, and advanced. The 4 "macro-skills" (listening, speaking, reading, and writing) are taught through a functional/communicative approach. Topics or components of courses:

- Functions (along the lines of the Council of Europe descriptions)
- Culture Learning (awareness of Canadian culture; comparison with students' cultures)
- Themes (communicative situations)
- Language Elements (syntax, vocabulary)
- Community Involvement (field trips, speakers)
- English for Work (job search techniques)

Responsibility for Syllabus: Most courses have a loosely-specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic Orientation: Not formally provided.

Supplementary Cultural Orientation: Supp. orientation is unnecessary, as cultural topics are an integral part of course work.

Assistance with English Style, Grammar, etc., on Assignments: Such help is provided by the ELT unit, when a special need arises.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: Funding must cover the total cost ($40/day per student). Specific information on lead times is not available.

If a special prog. needed to be designed for them: 2-3 months notice.

For further information write:

Eileen Bragg, Head Instructor
Avalon Community College
50 Parade St.
St. John's, NF A1C 4C7
Tel. (709) 753-2440, ext. 138.

AVALON COMMUNITY COLLEGE, St. John's, NF
Program: English as a Second Language (Part-Time)

General Description

Avalon Community College offers two kinds of ELT programs, full-time and part-time; see the preceding entry for information about the former. Part-time programs are the responsibility of a separate, special ELT unit designed for this purpose. Two types of part-time programs/courses are offered.

1. **ESL Courses** are offered in response to demand. The level of instruction in these part-time courses depends on the level of the group; there must be at least 6 students at approx. the same level of fluency for a course to be begun. About 50% of the students in these part-time ESL courses are immigrants or refugees preparing for employment or studying English for personal improvement; the remainder are foreign visa students desiring to upgrade their English (30%) or immigrants/refugees whose objective is to be admitted into regular programs at the college (10%).
2. **TOEFL Preparation Course:** This course is taken mainly by immigrants or refugees already enrolled as regular students at the college (60%). The remainder are visa students (30%) or immigrants/refugees preparing for employment (10%).

Preparation of foreign visa students for future undergraduate work is not regarded as a major responsibility of these programs. No changes to these programs are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 2-3 instructors on reg. staff, none with perm. status; no part-time courses offered in summer, so no staff req.

Min. Academic Qualif.: Bachelor's degree + TESL Cert.

Perm. Staff Academic Qualif.: B + TESL Cert. -- all.

Prof. Exper.: No policy on minimum expectation. *Ave. Prof. Exper.*: Reg.staff 2 yrs.

Specialization: None in particular.

Resources:

Language Lab: Used primarily to improve listening skills; also for TOEFL prep. (oral/listening sections).

ELT Library/Resource Centre: Not for part-time students.

Study Facilities: Not necessary, as part-time students normally come to the college only for classes.

A-V Centre: Belongs to ELT unit.

Student Placement and Evaluation

Notice Time for Prog. Entry: None necessarily req., as immediate placement is possible if there is a class on-going.

Selection/Entrance Criteria: *Education:* no req. *Age:* 17 up. *Proficiency in English:* no req., except that ESL courses are offered only on demand -- thus proficiency is relevant in that an applicant for a course can only be accommodated if his/her level of fluency is approx. that of a group of 6.

Placement Criteria: "Set courses" at different levels are not offered. However, entire groups may move from one level to another. The single placement criterion, then, is that all the members of a group have roughly the same proficiency. No information on how this proficiency is evaluated.

Promotion Criteria: No criteria; students are not promoted in the usual sense -- they enter courses simply to improve proficiency.

Specified English Proficiency Required for Entrance into Regular Courses? Yes, but achievement of that proficiency is not a goal of part-time ELT programs.

Program Information

Duration and Timing: Both ESL Courses and TOEFL Prep.: 3-month sessions, offered Sept-Dec, Jan-Apr, May-Jun (special 2-mo spring session).

Program Fees: $35.00/session, both programs; no additional fees.

Class Size and Sectioning: *Ave. Class Size*: 9. Min. enrolment of 6 necessary to start a class. *Sections:* multiple when necessary, number flexible.

Type of Student Served by Programs: Both progs.: part-time, specific or shared, study in ELT unit.

Courses Offered in Program:

ESL Courses: Offered at different levels [beginner, intermediate, advanced] as demand allows. No information about course content/focus.

TOEFL Preparation Course

Responsibility for Syllabus: ESL Courses: usually the syllabus is the teacher's responsibility. TOEFL Prep.: The course has a well-specified syllabus which the teacher is expected to follow.

Supplementary Academic Orientation: Not formally provided in part-time programs.

Supplementary Cultural Orientation: Not formally provided.

Assistance with English Style, Grammar, etc., on Assignments: Such help is rarely available, except occasionally when teachers provide it on a voluntary and individual basis.

Past Experience with CIDA-Sponsored Students:

None.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 2 wks.

If a special prog. needed to be designed for them: 1 month.

For further information write:

Susan Hoddinott
Coordinator,
Part-Time ESL
Avalon Community College
50 Parade St.
St. John's, NF A1C 4C7
Tel. (709) 753-2440.

DEPARTMENT OF CONTINUING EDUCATION, City of Halifax, Halifax, N.S.
Program: Bloomfield English Language Training

General Description

A special unit devoted exclusively to ELT, operating as part of the Department of Continuing Education (City of Halifax), offers an ELT program called the **Bloomfield English Language Training Program**. This consists of a single, multi-level, full-time course entitled *English for Employment.* Five distinct levels ranging from beginner to advanced are offered. These courses/ levels are designed for adult immigrants and migrants (over 18 years of age); about 75% of the students who enrol are immigrants or refugees preparing for employment, and the other 25% are Canadians whose first language is not English. No foreign visa students attend. No changes to the program are envisioned in the near future. It should be emphasized that the Department of Continuing Education is not a college or university, so many of the categories listed below are N/A.

ELT Teaching Staff and Resources

Staff: 5 instructors on regular staff, all with perm. status; no variation in summer.

Min. Academic Qualif.: B.Ed.

Perm. Staff Academic Qualif.: All have B degree; 2 have TESL Cert., 3 have M degree.

Ave. Prof. Exper.: Entire staff 8 years.

Specialization: None in particular.

Resources:

Language Lab: None.

ELT Library/Resource Centre: None.

Study Facilities: No facilities available.

A-V Centre: None.

Student Placement and Evaluation

Notice Time for Prog. Entry: Students are admitted by Canada Employment counsellors on a continuous intake basis.

Selection/Entrance Criteria: *Education:* no req. *Age:* adults only. *Proficiency in English*: no req.

Placement Criteria: 5-level system: Beginners (Levels 1,2), Intermediate (Levels 3,4), Advanced (Level 5). Criteria used for placement: (1) ELSA Test (2) oral interview (3) writing test (composition).

Promotion Criteria: (1) ELSA test (2) locally-prepared tests of various types, teacher-specific (Note: single sections only) (3) Number of students in program at a given time.

Specified English Proficiency Required for Entrance into Regular Courses? N/A.

Program Information

Duration and Timing: Continuous intake; students normally spend 6 months in program.

Program Fees: N/C; CEIC-sponsored.

Class Size and Sectioning: *Ave. Class Size* 20. *Sections:* Single at each level; number not flexible.

Type of Student Served by Programs: Full-time, multi-purpose study in ELT unit.

Courses Offered in Program:

English for Employment -- a single, full-time course at 5 levels. Course content: information not available.

Responsibility for Syllabus: The syllabus at each level is the teacher's responsibility.

Supplementary Academic Orientation: N/A.

Supplementary Cultural Orientation: Not formally provided, though cultural orientation may be included as part of regular course work.

Assistance with English Style, Grammar, etc., on Assignments: N/A.

Past Experience with CIDA-Sponsored Students:

None; N/A.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: N/A.

If a special prog. needed to be designed for them: N/A.

For further information write:

Mr. Jamie Cochran
Director of Continuing Education
City of Halifax
Queen Elizabeth High School
Robie St.
Halifax, N.S. B3H 3E1
Tel. (902) 421-6800.

HOLLAND COLLEGE, Charlottetown, P.E.I.
Program: English as a Second Language

General Description

An ELT unit, part of a larger student support unit with other responsibilities, offers a 2-level ESL program (Beginner and Intermediate/Advanced) designed to improve the English skills of adults whose mother tongue is not English. About 80% of the students served are landed immigrants or refugees, and the other 20% are Francophone Canadians. The purpose of the overall ESL program is to prepare students for survival in an English-speaking society and in the world of work. Most students are referred to the program by CEIC (the Canadian Employment and Immigration Commission), which pays their tuition and provides them with a living allowance. No visa students attend. No changes to the program are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: Normally 2 instructors, 1 permanent staff; no change during the spring/summer months, as the program runs year-round.

Min.Academic Qualif.: B.Ed. *Perm. Staff Academic Qualifications:* B.Ed.-1.

Professional Experience: None necessarily expected; average experience -- Perm. staff 2 yrs, entire staff 6 yrs (varies).

Specialization: None in particular.

Resources:

Language Lab: Used for improving comprehension of conversations in English; students listen to tape, then replay the situation. Also, cloze passages taped. *Accessibility:* Both classes and individuals may use it, according to needs. Classes are not regularly scheduled; the lab is used at the teacher's discretion. *Degree of Use:* Fair; students who feel they benefit from it make considerable use of it.

ELT Library/Resource Centre: None.

Study Facilities: Usually within ELT unit, in classrooms.

A-V Centre: Shared with other departments.

Student Placement and Evaluation)

Notice Time for Program Entry: A few days only, at the most; continuous intake -- CEIC directs students to the program when they arrive in P.E.I.

Selection/Entrance Criteria: *Education:* No requirement; students are of all types, from illiterate to university-educated. *Age:* No requirement; all ages, 19-65. *Proficiency in English:* No requirement; all students are accepted into program.

lacement Criteria: None. All students are placed at the Beginner Level initially, and progress individually from there.

Promotion Criteria: Promotion is based on (1) locally-prepared written tests, teacher-specific; (2) the amount of time a student has spent in a particular course (students are moved along eventually, regardless of test results).

Specified English Proficiency Required for Entrance into Regular Courses? Yes. Acceptance is based on both locally-prepared and standardized tests, depending on the program of entry. Standardized Tests: (1) High School Equivalency (GED) -- same scores required as for English-speaking students; administered by Holland College. (2) Mature Student Entrance Exam -- same scores required as for English-speaking students; administered by Univ. of P.E.I. (3) TESOL -- admin. by Univ. of P.E.I.

Specified English Proficiency Required for Acceptance into Graduate Programs? Yes. Consultation Sources: ELT unit and relevant academic department. Special consideration to visa students: N/A.

Program Information

Duration and Timing: ELT programs last 6 months, but are offered year-round.

Program Fees: None. CEIC pays tuition fees and provides students with living allowance. No additional fees.

Class Size and Sectioning: *Average class size:* 8 (varies from 6 to 12). *Sections:* single; number not flexible.

Type of Student Served by Programs: Full-time, multi-purpose study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

Beginner Level	Intermed./Adv. Level
Phonics (pronunciation)	Speaking (many levels)
Conversation (survival/ related	Reading (newspapers, public info., questions, directions)
Reading (survival/enjoyment)	
Writing (basic job applic. and personnel info.)	Writing (job applic., how to write tests, etc.)
Listening (oral comprehen.)	Functional English (many levels)

Responsibility for Syllabus: Most courses have a loosely-specified syllabus which the teacher uses mainly as a guideline.

Supplementary Academic or Cultural Orientation: None formally provided.

Assistance with English Style, Grammar, etc., on Assignments or Theses: None formally provided.

Past Experience with CIDA-Sponsored Students:

None; foreign visa students do not attend.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: Information not available.

If a special prog. needed to be designed for them: A few weeks (to allow hiring of a new teacher).

For further information write:

Les Rogerson
ESL Course Coordinator
Holland College
Royalty Centre
Charlottetown, P.E.I.
Tel. (902) 566-9397.

INTERNATIONAL LANGUAGE INSTITUTE, Halifax, N.S.

General Description

The International Language Institute (ILI) differs somewhat from most of the other institutions described in this report in that it is dedicated exclusively to second language (English and French) teaching. It is a member of International House, a world-wide organization of independent second language schools. According to its brochure,

> ILI designs and teaches language and communications courses to meet the specific needs of local and international business people, diplomats, and professionals. [It] offer[s] cultural orientation programmes on request. [It] specialize[s] in courses to help international students develop the language skills that are essential for success at Canadian universities.

ILI offers three basic types of program:

1. **English for Special Purposes** (ESP) programs are specially designed "to meet the specific needs" of particular groups of international business people, etc. Because each of these programs is distinctive and unique, no further details on this type will be given below.
2. **University Preparatory Study Program** (UPS): This program is designed for people who speak a first language other than English and who wish to prepare for study (graduate or undergraduate) at an English-medium university. Besides focusing on academic skills (EAP), this program also provides training in the social use of English as well as an introduction to Canadian life and culture. The vast majority (93%) of students that enrol in this program are foreign visa students; smaller groups include immigrants and refugees wishing to prepare for study or improve themselves (5%) and Canadian students whose L1 is not English (2%). UPS is a full-time program (27 classroom hours per week).
3. **Part-Time General English Program** (PTGE): This program is designed to assist foreign students, immigrants, and refugees to gain proficiency in the practical use of English, especially listening and speaking skills, through part-time study (3 hours of classes per week, at lunchtimes or in the evening twice weekly).

The emphasis below will be on the UPS program, which prepares foreign visa students for both undergraduate and graduate study at Canadian (or other) universities. With regard to future plans, the institute intends to expand both programs and instructional staff in the years to come.

ELT Teaching Staff and Resources

Staff: 6 instructors on regular (year-round) staff, 3 classified as permanent; no variation in summer.

Min. Academic Qualif.: B.A. or B.Sc. and Cert. in TESL (esp. the RSA or ITTI Certificate).

Perm. Staff Academic Qualif.: B + Cert.TESL-5; Ph.D.-1.

Prof. Exper.: Normally at least one year of ESL teaching experience required. *Ave. Prof. Exper.:* entire staff, 6 years.

Specialization: None in particular.

Resources:

Language Lab: Used for listening comprehension exercises, speaking practice, testing activities, and some interactive activities (learning games). *Accessibility:* all students at any time during school hours. *Degree of Use:* fair.

ELT Library/Resource Centre: Contains graded readers, audio programmes, video programmes, computer software; also, staff on duty can examine writing exercises.

Study Facilities: Study area.

A-V Centre: Institute has an up-to-date collection of A-V equipment.

Student Placement and Evaluation

Notice Time for Prog. Entry: Normally two weeks notice time required for all programs, except for some ESP courses which require up to 2 months.

Selection/Entrance Criteria: *Education:* UPS and ESP students must have completed high school and have met academic requirements for university admission. No req. for PTGE. *Age:* 17 up in PTGE. *Proficiency in English:* No requirements; will accept complete beginners. Other: Students who apply from outside Canada must pay first term tuition in advance before receiving official acceptance.

Placement Criteria: Within UPS and PTGE programs, classes are grouped according to proficiency level. New students are tested and placed at an appropriate level; they then progress as a class from term to term. The placement criteria are generally locally-prepared tests of various sorts.

Promotion Criteria: Largely ongoing assessment of teachers according to established criteria, mainly locally-prep. tests, both teacher-specific and across sections.

Specified English Proficiency Required for Entrance into Regular Courses? N/A, since no "regular courses" exist. With respect to acceptance by Canadian universities, local (i.e., Maritimes) institutions "show considerable respect for ILI recommendations" based on both locally-prep. and standardized test. TOEFL still dominates, however; required scores vary from 525-600, dep. on the university and degree program; admin. at Dalhousie Univ. Sometimes Dalhousie and St. Mary's University accept Michigan Test scores when non-native speakers of English apply pressure for admission but the next TOEFL test is not scheduled at a convenient time.

Program Information

Duration and Timing:
All programs based on 3-month term: Jan-Mar, Apr-Jun, Jul-Sept, Oct-Dec.
UPS: 27 hrs of classroom and supervised lab work per week for 11 weeks = approx. 300 hours.
PTGE: 3 classroom hrs per week; special summer courses offered during July and Aug.

Program Fees: UPS: $2000 per term; fees can be pro-rated in special cases; special client courses can be negotiated and offered on contract. PTGE: $275 per term. Textbooks extra. No other fees, except for special field trips (not compulsory).

Class Size and Sectioning: *Ave. class size* approx. 10; max. 12 by firm policy. *Multiple sections,* number flexible.

Type of Student Served by Programs: UPS: Full-time, pre-academic study. PTGE: Part-time, specific study.

Courses Offered in Program: (Content/Focus in Parentheses)

UPS: Courses do not have formal titles. Each day comprises four 90-min. periods, focusing respectively on:

(1) Practical, academic, and social uses of English

(2) Grammar, vocabulary, and idioms

(3) Task-oriented conversation

(4) Supervised self-study activities

(Also, some time is spent on TOEFL prep.) Each day's classes include formal presentations of new language functions, structures, and vocab. Activities include problem solving, role play and other interactive activities, class projects, and homework assignments. Instruction involves all 4 lang. skills (reading, writing, speaking, listening), especially as required in a Canadian university context.

PTGE: This is a general course with emphasis on conversation (listening and speaking skills). New aspects of English are introduced in each lesson, and the teacher creates situations in which the students can practice what they have learned while the teacher provides assistance with pronunciation, usage, etc. The use of the lang. lab is encouraged.

Responsibility for Syllabus: Each ongoing program features a loosely-specified syllabus which the teacher uses mainly as a guideline. But especially in UPS, the syllabus is becoming more structured as the institution grows.

Supplementary Academic Orientation: Study skills, information about Canadian (esp. regional) universities, help with TOEFL applications and preparation, help with university applications, counselling.

Supplementary Cultural Orientation: How the Canadian economy works, help with personal finances, field trips (to grocery stores, museums, etc.), social activities with Canadians.

Assistance with English Style, Grammar, etc., on Assignments: Not normally req., as students are not simultaneously enrolled in regular univ. programs. But help is provided where needed.

Past Experience with CIDA-Sponsored Students

General Information: CIDA-sponsored students have come in groups, not on indiv. basis; approx. 7 groups over the last 5 years, with about 12 students in each group. Most of these were graduate-level students preparing for study in Agriculture, Environmental Studies, Law, or Engineering. Most were in Canada for 1-3 years. Five of the groups were from a variety of developing countries, and 2 were from Malaysia.

Creation of Special Programs: A special "English for Agriculture" program was developed for agriculture students. It included a special curriculum to meet the needs of these students, as well as special instructional materials (printed and video). Program development was financed by Potatoes Canada. ILI has a continuing contract with the Nova Scotia Agricultural College; it receives funding from Potatoes Canada, which receives funding from CIDA.

Additional Details: CIDA-sponsored students have not been an anomaly with regard to the usual demands for ELT services at ILI. No special treatment has been given to them, except for the creation of specific programs where required. ILI would be pleased to have more CIDA-sponsored students, as the institution specializes in meeting particular needs.

Lead Times Required for Accom. of Foreign Student Groups (+ 15)

If needs could be met within structure of present programs: 2 wks.

If a special prog. needed to be designed for them: 2 mo.

For further information write:

Dr. Tom Musial
Director
International Language Institute
1800 Argyle St., Suite 800
World Trade Centre
Halifax, N.S. B3J 3N8
Tel. (902) 429-3636.

UNIVERSITY COLLEGE OF CAPE BRETON, Sydney, N.S.
Centre: Centre for International Studies

General Description

The Centre for International Studies is a special university department partly designed to carry out technical exchange programs, and ELT is a part of some of these programs. The ELT program described here, the **Colombia Exchange Program**, is a technical exchange program with a technical university in Cucuta, Colombia. The language training component of the program is intended to enable Colombian mining engineers and technicians to participate in an academic exchange; it is therefore oriented towards ESP. Currently the program is ongoing, held once each winter, and no changes are envisioned in the near future.

ELT Teaching Staff and Resources

Staff: 1 instructor on regular staff; no summer variation.

Reg. Staff Academic Qualif.: Ph.D.

Prof. Exper.: The 1 staff member has 20 years teaching exper., 6 in ESL.

Specialization: None in particular.

Resources:

Language Lab: Used for language practice with English language tapes, by individual students. Degree of use: fair.

ELT Library/Resource Centre: None.

Study Facilities: Language lab or seminar rooms.

A-V Centre: Shared with other departments.

Student Placement and Evaluation

Notice Time for Prog. Entry: N/A.

Selection/Entrance Criteria: This program is specifically for university teachers on an exchange between Colombia's Universidad Francisco de Paula Santander and the University College of Cape Breton. No requirements with respect to English proficiency, etc.

Placement Criteria: This is an individualized program for a few Spanish-speaking students, designed to promote competence in English as rapidly as possible. No levels, placement, etc.

Promotion Criteria: No promotion; students simply move ahead as rapidly as possible.

Specified English Proficiency Required for Entrance into Regular Courses? N/A.

Program Information

Duration and Timing: The ELT component of the program usually lasts 1-2 months (Feb-Mar).

Program Fees: $40/hr, minimum 40 hrs of instruction.

Class Size and Sectioning: *Ave. Class Size* 2-3; single section.

Type of Student Served by Program: Full-time, pre-academic study in ELT unit.

Courses Offered in Program: (Content/Focus in Parentheses)

- English Language (conversation, communication)

Responsibility for Syllabus: The syllabus is the teacher's resp.

Supplementary Academic Orientation: Not necessary.

Supplementary Cultural Orientation: Not formally provided.

Assistance with English Style, Grammar, etc., on Assignments: N/A, but assistance is available; a remedial writing course and a very good Reading and Writing Centre provide help.

Previous Experience with CIDA-Sponsored Students

General Information: So far 6 professors from Colombia have attended the program, all under individual CIDA sponsorship. All were engineers studying in Canada on a technical exchange program with a university in Cucuta, Colombia. They spend 5 months in Canada at the University College of Cape Breton. In addition, the university has accommodated groups of students from the Middle East and Nigeria, but no information is available regarding their sponsorship or their training; they may have been connected with CBIE.

Instruction in ELT Unit: All 6 of the Colombian professors received ESL training under the program described above. (The other foreign groups -- from the Middle East and Nigeria -- required English training also, but the present program was not yet established and details of their ELT instruction are unavailable.) The program was initiated specifically for the CIDA-sponsored Colombia exchange by the single ESL instructor/coordinator at the Centre. The development of the program was financed by CIDA.

Lead Times Required for Accom. of Foreign Student Groups (15+)

If needs could be met within structure of present progs.: 1 month (to arrange a schedule).

If a special prog. needed to be designed for them: 6 weeks.

For further information write:

Ruth M. Schneider
Program Coordinator
Centre for International Studies
University College of Cape Breton
Sydney, N.S. B1P 6L2
Tel. (902) 929-2063 or 539-5300.